The faculty of record is the faculty body responsible for determining the educational policies pertaining to ALL aspects of the program, including courses, credit hours, rigor, admission and progression requirements, etc. There are generally two types of faculty of record, described below as “Option #1” and “Option #2”.

|  |
| --- |
| **Program Type and Major** |
| A. | Program Type (undergraduate certificate, minor, or specific undergraduate degree designation[[1]](#footnote-1)):  |
|  |
| B.  | Major Name[[2]](#footnote-2):  |
|  |
| C. | Contact person name:  | Email:  |
|  |
| ***Choose the option below that best describes the faculty of record and respond to the relevant questions.*** |
| **Option #1** | Option #1: At the undergraduate level, the default faculty of record[[3]](#footnote-3) for an undergraduate degree/minor/undergraduate certificate is the voting faculty body of the educational unit that is homing the degree/minor/certificate. The default program director is the director of undergraduate studies. The program director is appointed by the head of the homing educational unit, in consultation with the faculty of record. |
|  |
| 1a | Is Option #1 the best description of the proposed program’s faculty of record? | Yes [ ]  | No [ ]  |
|  |
|  | If “Yes,” no further information is needed about the proposed faculty of record.If “No,” proceed to Option #2 and respond to questions 2a – 2f, which are related only to Option #2. |
|  |
| **Option #2** | Option #2: The default faculty of record of the educational unit that is homing an undergraduate degree/minor/undergraduate certificate may vote to make a subset of its members serve as the faculty of record for the degree/minor/certificate that is homed within their educational unit[[4]](#footnote-4). If a subset is chosen, they may also include faculty from other units.  |
|  |
| 2a | Is Option #2 the best description of the proposed program’s faculty of record? | Yes [ ]  | No [ ]  |
|  |
|  | If “Yes,” respond to questions 2b – 2g below, which pertain only to Option #2.If “No,” re-review Option #1 to determine if Option #1 is feasible. You can also email Sheila Brothers in the Senate Council office for additional guidance. |
|  |
| 2b | Provide the date when the voting faculty of the educational unit homing the degree/minor/certificate voted to approve use of a subset of faculty to serve as the faculty of record. |  |
|  |
| 2c | List the names and departmental affiliations of the faculty who will (at least initially) comprise the faculty of record for this proposed new undergraduate degree/minor/certificate. |
|  |  |
|  |
| 2d | The program director will be appointed by the unit administrator (chair or director, or dean if the program is homed at the college level) of the unit homing the undergraduate degree/minor/certificate, in consultation with the members of the faculty of record. | Yes [ ]  | No [ ]  |
|  | If “No,” explain below who will appoint the program director. |
|  |  |
|  |
| 2e | The individual members of the faculty of record are faculty members with full voting rights on undergraduate educational policy in their respective units. | Yes [ ]  | No [ ]  |
|  | If “No,” explain why not. |
|  |  |
|  |
| 2f | The individual members of the faculty of record will be added and removed from the faculty of record by the existing members of the faculty of record. | Yes [ ]  | No [ ]  |
|  | If “No,” explain below how the members will be added and removed. |
|  |  |
|  |
| 2g | Select the ONE option below that best describes the length of service for members of the faculty of record. |
|  | The individual members of the faculty of record will *serve continuously* until they express a desire to be removed or until the faculty of record vote to remove them from the faculty of record.  | Continuous Service [ ]  |
| **OR** |
|  | The individual members of the faculty of record will serve *terms of a specific duration* and the faculty of record will add and remove members when terms end, or when a member no longer wishes to serve, or when the faculty of record vote to remove them from the faculty of record. | Specific terms [ ]  |
|  | If faculty will serve *terms of a specific length*, identify the anticipated normal length of a term (i.e. one year or three years) below. |
|  |  |
|  |

1. BA, BS, etc. [↑](#footnote-ref-1)
2. Interior Design, Art History, etc. [↑](#footnote-ref-2)
3. As per the descriptions of faculty membership in *Governing Regulations VII*, in *Section E.3.a*, *Section E.4.a*, and *Section E.5.a*. [↑](#footnote-ref-3)
4. The initial delegation of authority to a subset to serve as the faculty of record can always be withdrawn by the default faculty of record. [↑](#footnote-ref-4)