TO: University Senate
FROM: Jeff Ford, Chair
       Rules Committee
DATE: May 31, 2012
RE: RULES DESCRIBING THE POSITION OF THE DEAN FOR UNDERGRADUATE STUDIES FOR ARTS AND SCIENCES

WHEREAS, changes in administrative personnel and reporting lines require updated language; and

WHEREAS, the University Senate pursuant to rule 3335-1-09 of the Administrative Code is authorized to recommend through the President to the Board of Trustees the adoption of amendments to the Rules of the University Faculty as approved by the University Senate; and

WHEREAS, this proposal was recommended for approval by the Rules Committee and the Steering Committee at their meetings on May 24, 2012;

NOW THEREFORE BE IT RESOLVED that the University Senate approve the proposal to amend the rules describing the position of Dean for undergraduate studies for arts and sciences, and respectfully request concurrence from the Board of Trustees.

3335-3-30.1 Dean for undergraduate studies for arts and sciences.

(A) There shall be a dean for undergraduate studies for arts and sciences who shall be a member of the faculty of the arts and sciences charged with implementing policies of the faculty as set forth in paragraphs (E) and (F) of this rule. The dean for undergraduate studies shall be appointed by the board of trustees upon nomination by the executive vice president and provost in consultation with the president. Before making this nomination, the executive vice president and provost shall confer with members of the faculty of the arts and sciences.

(B) The dean for undergraduate studies for arts and sciences shall report to the executive dean for arts and sciences.

(C) The dean for undergraduate studies for arts and sciences shall implement policies of the faculty of the arts and sciences with respect to the following:

(1) Curricula and requirements for "untagged" baccalaureate programs and development of new and useful programs in this area.

(2) Basic education requirements for all undergraduate students.

(3) The retention and further development of curricula assigned specifically for the general education of undergraduate students.

(4) A general honors program for the arts and sciences.
(5) Counseling and record services and attendant procedures.

(6) Coordination of student intercollege transfers involving the arts and sciences.

(D) The dean for undergraduate studies for arts and sciences shall be responsible for the fulfillment and certification of the untagged degree requirements in the arts and sciences.

(E) The dean for undergraduate studies for arts and sciences shall, in cooperation with the dean of university college, be responsible for the coordination of university college counseling and curricular development with that of the arts and sciences. Specifically, the dean for undergraduate studies shall keep university college informed of all changes in curricular requirements and other matters pertaining to academic counseling, and in this manner assist in achieving consistency of counseling in the university college with that in the arts and sciences.

(F) The dean for undergraduate studies for arts and sciences shall be consulted by the deans of the individual colleges on personnel matters relating to faculty primarily engaged in undergraduate instruction.

(G) With the approval of the faculty of the arts and sciences, or its designated representative body and the executive dean for the arts and sciences, the dean for undergraduate studies may appoint committees from the faculty of the arts and sciences to work with him or her in the implementation of those policy areas as outlined in paragraph (C) of this rule. Should there be established a curriculum committee of the faculty of the arts and sciences, the dean for undergraduate studies shall serve as its chair ex officio.

(H) The dean for undergraduate studies for arts and sciences shall also be responsible for such other matters pertinent to the arts and sciences which may be designated by the executive dean for the arts and sciences. (B/T 12/5/86, B/T 11/2/90, B/T 6/3/94, B/T 5/3/96, B/T 4/4/97, B/T 12/4/98)

3335-3-30.1 Dean for undergraduate education.

(A) There shall be a dean of undergraduate education who shall be a member of the faculty charged with overseeing and implementing policies related to undergraduate academic programming. The major responsibility of the dean for undergraduate education shall be that of providing active leadership in the promotion, direction and support of undergraduate educational activities of the university, and in the encouragement of the spirit of learning among the students. The dean for undergraduate education shall be appointed and reappointed by the board of trustees upon nomination by the executive vice president and provost in consultation with the president.

(B) The dean of undergraduate education shall serve as a member of the council of deans, and in general, be responsible for the progress of the educational policies and the well being of undergraduate programs at the university. The dean shall report to the executive vice president and provost upon the condition and progress of the undergraduate education whenever called upon to do so.

(C) The dean of undergraduate education shall work with colleges to propose and implement policies of the faculty with respect to the development of programming for challenging academic experiences for undergraduate students; the curricula and requirements for baccalaureate programs and the development of new and useful undergraduate programs; general education requirements, including the retention and ongoing development of curricula assigned specifically for the general education of all undergraduate students; a general university honors program; and other academic programs that are necessary and supportive of undergraduate studies.
(D) The dean of undergraduate education shall be responsible for the coordination of university advising and curricular counseling. Specifically, the dean of undergraduate education shall keep colleges informed of all changes in curricular requirements and other matters pertaining to academic advising, and in this manner assist in achieving consistency of advising across the university.

(E) The dean of undergraduate education shall be consulted by the deans of the colleges on matters relating to university-wide aspects in undergraduate instruction.

(F) With the approval of the faculty, or its designated representative body and the deans of the colleges, the dean of undergraduate education may appoint committees from the faculty to work with him or her in the implementation of those policy areas as outlined in paragraph (C) and (D) of this rule.

(G) The dean is hereby granted all authority necessary to carry out the responsibilities of the dean of undergraduate education.

(H) The dean of undergraduate education shall also be responsible for such other matters pertinent to undergraduate education that may be designated by the executive vice president and provost.