Academic Units and Faculties

POLICY STATEMENT

Enter Policy Statement Here

REASON FOR POLICY

Enter the Reason for the Policy Here

ENTITIES AFFECTED BY THIS POLICY

- All units of the university

WHO SHOULD READ THIS POLICY

- Those who will be responsible for reading and understanding this policy in order to implement the associated procedures; persons who must understand the policy in order to do their jobs; and people who are affected ultimately by the policy.

WEB ADDRESS FOR THIS POLICY

- This policy: www.policy.cornell.edu/
- University Policy Office: www.policy.cornell.edu
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RELATED RESOURCES

University Policies and Documentation

External Documentation

University Forms and Systems
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CONTACTS

Direct any general questions about this policy to your college or unit administrative office. If you have questions about specific issues, contact the following offices.

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DEFINITIONS

These definitions apply to terms as they are used in this policy.
RESPONSIBILITIES

The major responsibilities each party has in connection with this policy are as follows:

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### PRINCIPLES

| Authority To Establish Academic Units And Faculties | New York State’s Charter of Cornell University (www.cornell.edu/trustees/cornell_charter.pdf) establishes (or continues) the colleges of veterinary medicine, human ecology, and agriculture and life sciences, the school of industrial and labor relations, and the state agricultural experiment station at Geneva. The Charter constitutes the Board of Trustees of Cornell University and empowers the Trustees to embrace “in the plan of instruction and investigation” “such other branches of science and knowledge” “as the trustees may deem useful and proper,” with authority to establish academic units and faculties. The Bylaws of Cornell University are legislated by the Board of Trustees and establish rules for the university’s academic structure and governance, proclaiming: “Cornell University shall consist of such colleges, schools, centers and other separate academic units as have been or may be established by the Board of Trustees from time to time.” |
| Academic Titles and The Faculties | The faculties are the foundation of the University’s academic endeavor. Faculties are authorized and defined in the Trustees’ Bylaws of the University. Academic title is an initial basis for membership in one or more of the several levels and types of faculties. Membership may be voting or non-voting. In addition to membership, the Bylaws describe the functions and jurisdiction of the University Faculty, the college and school faculties, the Graduate Faculty, the Faculty of Medicine, and the Faculty of the Graduate School of Medical Sciences. Academic departments also are characterized by a faculty of defined membership, typically specified in departmental legislation. The University Faculty The University Faculty – basically professorial – delegates its legislative role to a representative body under the “Organization and Procedures of the University Faculty” (OPUF), available in the Faculty Handbook and on the University Faculty website (theuniversityfaculty.cornell.edu). The OPUF constitutes a Faculty Senate to exercise most of its powers and functions. The University Faculty itself continues to exercise certain powers. The Trustees’ Bylaws of Cornell University define the functions of the University Faculty, in addition to those related to students’ degrees, as follows: “... to consider questions of educational policy which concern more than one college, school or separate academic unit, or are general in nature; ...” OPUF further states, regarding the relationships between administration and faculty governance: |
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PRINCIPLES, continued

“... The central administration, and in particular, the Provost and the President, will look to the University Faculty Committee for advice and consultation on all major policy issues that are of interest to the faculty. ...”

The College and School Faculties

The college and school faculties include university professors, professors, associate professors and assistant professors; persons appointed to other academic titles may be non-voting members or (if given the right by the particular faculty) voting members of the college and school faculties. Further, there are circumstances in which non-voting members are given the right to vote. See the Bylaws Article on “College and School Faculties,” at https://trustees.cornell.edu/docs/052811-cu-bylaws.pdf

The Bylaws further go on to define the functions of the college and school faculties, in addition to those related to students’ degrees, as follows:

“... Subject to the authority of the University Faculty in all matters affecting general educational policy, it shall be the duty of each separate college or school faculty ... in general to exercise jurisdiction over ... all other educational matters in the particular college or school. ...”

The Academic Department Faculties

Voting membership in a department faculty is not defined in Trustee legislation. Some departments have procedural rules that specify who may vote on various types of questions.

The Graduate Faculty

The Trustees’ Bylaws define Graduate Faculty membership, beyond ex officio memberships, as...

“... those members of the University staff of instruction and research who have been designated members of the Graduate Faculty by the dean of the Graduate School with approval of its general committee on the basis of recommendations made by fields of the Graduate School through their representatives and/or other members of the Graduate Faculty. ...”

The Code of Legislation of the Graduate Faculty (www.gradschool.cornell.edu/pubs_and_forms/pubs/codeoflegislation.pdf) describes its general members as typically...

“selected from the voting members of the University faculty – that is, primarily professors, associate professors, and assistant professors with the highest degree in their field and unmodified titles who are resident on the Ithaca or Geneva campuses. ...”
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PRINCIPLES, continued

The Code of Legislation provides avenues for nomination for general and other categories of membership for those appointed to other academic titles. Such other information as eligibility, academic purview, nomination and status upon retirement also may be found in the Code.

Status as a Member of the Faculty or Academic Staff or as an Academic Affiliate

Status as an “academic” refers to status as a member of the University’s academic staff or as an academic affiliate; academic status is conferred only by formal appointment to a Bylaws-authorized academic title. Information about academic titles may be found in The Academic Titles Policy.

Some, but not all, “academics” also are members of one or more faculties. The term “faculty” may refer to different sets of academics because different academic titles qualify for membership in a college faculty than in the University Faculty. “Faculty” status does not necessarily signify teaching responsibilities.

Executives and administrators who hold academic status do so by virtue of their concurrent appointment to one of the academic titles; an administrative title alone does not confer academic status. Conversely, executives and administrators do not surrender their academic status unless the academic appointment terminates. Executives and administrators who hold tenured appointments continue to be tenured in the academic department or school and may continue to exercise those rights and privileges.
Establishing New Academic Departments

The Board of Trustees must authorize the creation of an academic department, following approval by the Provost and the Dean.

The Dean must receive preliminary approval from the Provost, who will advise the Dean on the plans necessary for formal approval, such as academic, organizational, financial, space, and human resource plans. The Dean also oversees compliance with University Faculty Senate procedures, fulfillment of procedures specified by the office of the Vice President for Planning and Budget regarding New York State approvals, and satisfaction of internal college requirements, such as those legislated by the College Faculty. Following the Provost’s approval, the Dean’s office contacts the Office of Workforce Policy and Labor Relations to arrange for submission of an agenda item for a meeting of the Board of Trustees, to obtain approval to formally establish and name the new academic department.

Establishing New Academic Programs or Policies

The University Faculty Senate Committee on Academic Programs and Policies is charged with conducting an initial screening of formal proposals for new academic programs or policies, including proposals for substantial modification or discontinuance of existing programs or policies; the Dean of Faculty can provide further information.

Naming and/or Renaming Departments, etc.

Naming or re-naming an academic department, center, program, institute, or other academic unit is governed by the following procedures: www.theuniversityfaculty.cornell.edu/meetings/agendas_minutes/01_02/111401/111401_minutes.pdf. Contact the Office of the Dean of Faculty for further information.

Establishing Centers and Institutes

Not all academic units are organized as departments. Centers and institutes are established principally to foster and administer interdisciplinary studies and research that extend across the boundaries of two or more colleges. Please refer to the May 1972 “Report of the Committee of the Deans Council on University Centers,” for guidelines for establishing such units, available from the Office of the Dean of Faculty.

Establishing Intra-College Programs

Establishing a new intra-college program with a small budget requires Dean’s and Provost’s approval but will not require the University Faculty Senate and Trustee approvals that are necessary to establish a larger-budget or cross-college program, center, or institute or a new academic department. Transaction authority levels define whether Trustee action is necessary.
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The University Policy Office will populate this section upon promulgation.