I.D. **FACULTY MEETINGS**

(Revised: July 15, 1995; November 10, 2017)

University and College faculty meetings are held at the beginning of each Fall and Spring term. College faculty meetings are held at the end of each long term and as needed thereafter, generally on Friday afternoons. Meetings during the long semester may be scheduled if the Dean deems it necessary (e.g., for elections, curriculum approvals, or for updates that affect the College, School, or University). Meetings are seldom called during summer sessions.

All full-time faculty are required to attend College faculty meetings.

Meeting agendas and action items are distributed via email approximately one week in advance of the meeting. Action items must be on the agenda for action to be taken at a regular meeting. Information items and announcements may be made at any meeting.

Standing Committee reports are usually presented at each College and/or School faculty meeting, but at least once annually.