

DEPARTMENT MEETINGS

1. Academic departments should hold regular meetings of their full-time faculty members throughout the academic year as needed, typically twice per semester.
2. Academic department meetings shall be guided by the current edition of Robert's Rules of Order, Democratic Rules of Order, Martha's Rules, Roberta's Rules of Order, or other modes of conducting meetings that promote participation, structure discussion, and hold votes.
3. Academic department meetings should have agendas that are circulated by the Department Chairperson in advance of the meeting. Agendas should be circulated with an invitation that department faculty may add items to the agenda or with a space for new business, time permitting.
4. Academic departments should keep meeting minutes that record, at a minimum, attendance and departmental votes taken during department meetings. The minutes should be saved by the department and made accessible to department faculty members.