

6. Coordinate the following departmental activities:
 - a. Planning new facilities and buildings, and purchasing new equipment.
 - b. Making faculty appointments, evaluations, reappointments, and promotions.
 - c. Maintenance of adequate resources including materials, supplies, and non- instructional services and staff.
 - d. Development of class schedules, student advisement and instructional services.
7. Chair the college council.
8. Serve as a member of the Deans' Council.
9. Encourage the development of a balanced program of quality research and teaching in the college.
10. Prepare the college budget in consultation with the college council.
11. Recommend to the Provost and Senior Vice President for Academic Affairs class schedules and room assignments.
12. Recommend to the Provost and Senior Vice President for Academic Affairs additional personnel needs in the college.
13. Call meetings of the college faculty when deemed necessary or on a petition of 20% of the members. A quorum is 20% of the members.
14. Serve as the first line grievance officer in cases of dispute involving the CBA.
15. Mediate disputes between chairpersons and faculty members; between individual faculty members; and between faculty members and students whenever such disputes cannot be resolved at the departmental level.
16. Participate in the performance review and evaluation of faculty members as specified in the CBA.
17. Assume responsibility for the effective operation and maintenance of all buildings assigned to the college.
18. Perform other assigned duties which are not in conflict with the CBA.members

3. When the council acts as a recommending body to another University council, to the Provost, or to the University President, formal voting is appropriate.
4. Each college council, acting as an advisory body to its Dean, seeks to represent the viewpoint of its faculty and students in a manner consistent with the academic soundness and vitality of the University. Furthermore, it provides leadership