

## **COLLEGE OF ARTS AND SCIENCES**

### **BYLAWS**

**April 30, 1999 Revised: April 19, 2005 Revised: September 22, 2014**

**Revised: February 9, 2015**

#### **I. GENERAL FACULTY MEETINGS**

- A. At least two general faculty meetings will be scheduled each semester. No business shall be transacted in any general meeting of the faculty unless at least forty voting members of the College faculty are present.
- B. Normally each meeting will be scheduled on a Monday or Tuesday in the mid/late afternoon; a continuation meeting, if needed, will be scheduled for the Wednesday or Thursday respectively immediately following.
- C. Meetings will be open to all members of the University community, although only those members of the College faculty present may vote. There will be no proxy voting.
- D. Faculty who are unable to attend faculty evaluation meetings as outlined in Section C20.8.1-3 of the Faculty Manual may vote using absentee ballots provided they have been submitted prior to the balloting. Absentee ballots will be counted for all matters that require a faculty vote at the departmental and college levels consistent with the Faculty Manual.
- E. Notice of meeting and meeting agenda will be distributed to faculty ten days before the scheduled date of the regular general faculty meeting. Brief supporting documents and information about the availability of full reports will be posted on the College Website at least ten days before the scheduled date of the regular general faculty meeting. Minutes will be posted on the Website in a timely fashion, normally within seven days of the meeting.
- F. The College Council will prepare a provisional agenda to be circulated to the College faculty. Additional items for inclusion on the agenda should be submitted prior to approval of the agenda at the faculty meeting. Proposals to establish or disestablish a department or to change degree requirements shall be introduced only as an information item to be acted upon at the next meeting. The establishment or disestablishment of a department requires a two-thirds vote at the meeting where the action is taken.
- G. Special faculty meetings may be called by the Dean, the College Council, by vote of the faculty in a regular general meeting, or by written request of 10% of the voting members of the College

faculty. No faculty meeting, either regular or special, will be convened sooner than seven days after notification of all faculty.

- H. The following types of proposals require two readings before final approval:
  - 1) the establishing or disestablishing of a department or center,
  - 2) changes in the College's distribution requirements for undergraduates; and
  - 3) the establishing or disestablishing of faculty lines.
  
- I. Faculty may vote online on any proposal that has been considered by the College Council and placed on the agenda of a regular or special College Faculty Meeting. The voting period must be at least one week and must be preceded by the College Faculty Meeting and at least one week of online discussion of the final version of the proposal. Any changes to the proposal must be followed by at least one week of additional online discussion before an electronic vote can take place. The proposal may not be modified or withdrawn during the electronic voting period. A quorum of College Faculty present at the College Faculty Meeting can close the matter and cancel the electronic vote if three-quarters of the faculty present vote to do so. Otherwise, if a quorum of 40 votes is not attained during the first electronic vote, voting may be extended in one-week intervals until a quorum is reached.

## **II. COLLEGE COUNCIL**

- A. The role of the Council of the College of Arts and Sciences faculty is specified in section 5.1 of the Faculty Charter.
  
- B. Notice of Council meetings and agenda shall be posted on the College Website in a timely fashion, normally at least seven days before the date of the meeting. Minutes will be distributed by email to members of the Council in a timely fashion, normally within seven days of the meeting.
  
- C. A Council meeting will be open to all faculty except when the Council meets in executive session as confidential counsel to the Dean. Floor rights at open sessions are accorded by invitation and to members of the College faculty who request such privileges at least one working day before the meeting.
  
- D. The College Council is composed of elected representatives from each department within the College plus a single representative elected from among the directors of interdisciplinary programs in the College. Each will serve a three-year term. Faculty members holding central administrative or chairperson positions are not eligible to serve on the Council.

### III. STANDING COMMITTEES

- A. Standing Committees of the College of Arts and Sciences faculty can be established only by action of the College faculty. Each year the Council will invite the faculty to indicate their interest in serving on each committee. Members shall be appointed by the College Council from the voting members of the College faculty. The membership of all College committees shall be posted on the Website. Every standing committee shall submit an annual report to the College faculty.
- B. The following are the standing committees of the College of Arts and Sciences faculty:

1. Budget and Compensation Review

Membership: Members will be appointed by the Council from the regular faculty of the College to serve three-year, staggered terms, renewable for one term with eligibility for return after one term out of service. The Committee will consist of not fewer than five members and will elect a chair annually.

**Charge:** To assist and advise the Dean in establishing budget priorities, to plan for adequate and equitable faculty compensation, and to review and analyze the annual budget of the College.

By vote of the faculty, it is suggested that the Budget and Compensation Review Committee makes its annual report at the second meeting in spring.

2. Committee on Admissions and Academic Standards

Membership: Members will be appointed by the Council from the regular faculty of the College to serve three-year, staggered terms, renewable for one term with eligibility for return after one term out of service. The committee will elect a chair annually and will consist of eight members representing the four primary areas of the College (Arts, Humanities, Social Sciences, Natural and Mathematical Sciences).

**Charge:** To review undergraduate admission and academic standards, recommend changes in College policy regarding such matters, and consider referrals of applicants who do not meet usual standards.

By vote of the faculty, it is suggested that the Admissions and Academic Standards Committee makes its annual report at the first meeting in spring.

**3. College Curriculum Committee**

Membership: Members will be appointed by the Council on the recommendation of the departments. Representation will parallel that of the College Council, and members will serve three-year, staggered terms, renewable for one term with eligibility for return after one term out of service. The committee will elect a chair annually.

**Charge:** To review and act on proposals regarding course additions and revisions, and to review and make recommendations to the faculty via the College Council regarding courses approved to meet distribution requirements and regarding other matters of undergraduate curriculum.

By vote of the faculty, it is suggested that the College Curriculum Committee makes its annual report at the second meeting in spring.

**4. Faculty Committee for Academic Appeals**

Membership: Members will be appointed by the Council from the regular faculty of the College to serve three-year, staggered terms, renewable for one term with eligibility for return after one term out of service. The committee will consist of not fewer than five members and will elect a chair annually.

**Charge:** To hear and rule on student requests and grievances relating to academic regulations.

By vote of the faculty, it is suggested that the Academic Appeals Committee makes its annual report at the first meeting in fall.

**5. Committee on Educational and Informational Technologies**

Membership: Members will be appointed by the Council from the regular faculty of the College to serve three-year, staggered terms, renewable for one term with eligibility for return after one term out of service. The committee will elect a chair annually and will consist of not fewer than six members: one from Mathematics and Computer Science, one from the Natural Sciences, two from the Social Sciences, and two from the Arts and Humanities.

**Charge:** To gather information on current developments in the use of computers for research and teaching and to make recommendations to the College regarding policy in these areas.

By vote of the faculty, it is suggested that the Educational and Informational Technologies Committee makes its annual report at the second meeting in fall.

**IV. Search Committee for Dean of Arts and Sciences**

When it is time to appoint the Dean of the College of Arts and Sciences, each department within the College will, at a meeting of its faculty or by email caucus if a meeting is not feasible, nominate one individual from tenured faculty of the College for membership on the search committee. In addition, a single nominee shall be forwarded from the directors of interdisciplinary programs within the College. Names of all of the nominees shall be forwarded to the appointing authority, following the provisions of Faculty Manual section A13.3. The appointed search committee shall report regularly to the faculty of the College concerning its progress, shall assure that the faculty has the opportunity to meet with candidates invited to the campus, and shall consult with the faculty before submitting its recommendations and the views of the faculty to the appointing authority.

**V. Parliamentary Authority**

Except in cases stated in this body of bylaws, the current edition of Robert's Rules of Order Newly Revised will be the authority for parliamentary procedure governing the conduct of meetings of the College faculty.

**VI. Amendment of Bylaws**

These bylaws can be amended at any regular meeting of the faculty by a two-thirds vote of those attending, provided that notice of intention to amend has been presented on the published agenda.

**VII. Suspension of Bylaws**

Any portion(s) of these bylaws, except Amendment of Bylaws, can be suspended for a single meeting by an affirmative vote of 3/4 of those present and voting.