

COLLEGE OF ARTS AND SCIENCES

Bylaws

*April 30, 1999 Revised: April 19, 2005, Revised: September 22, 2014,
Revised: February 9, 2015, Revised: April 5, 2021,
Revised: March 2022, Approved by the Faculty: April 25, 2022*

I. DEFINITIONS

- A. The COLLEGE refers to the University of Miami College of Arts and Sciences
- B. The GENERAL FACULTY shall consist of the COLLEGE FACULTY and the ASSOCIATED FACULTY
- C. The COLLEGE FACULTY shall consist of the Dean, the REGULAR, RESEARCH, and EDUCATOR FACULTY.
- D. The REGULAR FACULTY shall consist of all faculty having tenured or tenure-earning appointments who hold the rank of Professor, Associate Professor, or Assistant Professor.
- E. The SENIOR STATUS FACULTY shall consist of formerly full-time REGULAR FACULTY members who have met the eligibility criteria and are now less than full-time by virtue of having executed a voluntary faculty retirement agreement.
- F. The RESEARCH FACULTY shall consist of those faculty whose major function is to conduct research in the COLLEGE and who hold the rank of Research Professor, Research Associate Professor, or Research Assistant Professor. RESEARCH FACULTY shall not hold tenured or tenure-earning appointments.
- G. The EDUCATOR FACULTY shall consist of those faculty with professional titles engaged primarily in professional practice and in teaching associated with that practice, who hold the rank of Professor of Professional Practice, Associate Professor of Professional Practice, or Assistant Professor of Professional Practice. EDUCATOR FACULTY shall not hold tenured or tenure-earning appointments.
- H. The ASSOCIATED FACULTY are all faculty with authorized professorial titles prefixed by “Voluntary,” “Adjunct,” “Visiting,” or “Affiliated,” as well as Instructors appointed on or after June 1, 2013, and Lecturers.
- I. The VOTING FACULTY shall consist of the REGULAR FACULTY and other faculty who have been granted partial voting privileges by the REGULAR FACULTY through an annual majority vote (see Section A3.1 of the FACULTY MANUAL).
- J. MAJORITY, is defined as more than half of the votes cast, ignoring blanks and abstentions.

- K. The FACULTY MANUAL refers to the University of Miami Faculty Manual's Faculty Government Charter.

II. 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 40 members of the VOTING 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 VOTING FACULTY present may vote. There will be no proxy voting.
- D. Faculty who are unable to attend GENERAL FACULTY meetings may vote using absentee ballots provided they have been submitted prior to in-meeting balloting. Absentee ballots may be counted for all matters that require a faculty vote at the departmental level, and for COLLEGE level votes when stipulated by the Council, and in a manner 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 GENERAL FACULTY. Other agenda items may be introduced from the floor as “new business” after discussion of the scheduled agenda. 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 VOTING FACULTY in a regular GENERAL FACULTY meeting, or by written request of 10% of the VOTING FACULTY. No special FACULTY Meeting 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 disestablishing of faculty lines that alter the Faculty Count Threshold for Tenured/Tenure-Track for the College

- 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 GENERAL FACULTY Meeting. An online vote may be called for by a seconded motion from the VOTING FACULTY. The voting period must be at least one week and must be preceded by the COLLEGE GENERAL 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 the VOTING FACULTY present at the COLLEGE GENERAL 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.
- J. At the final COLLEGE GENERAL FACULTY Meeting of each academic year, the VOTING FACULTY may vote as to whether the College Council (see below, III.A.7) may act on their behalf during the Summer months, with review of decisions at first GENERAL FACULTY Meeting of the Fall term.
- K. RESEARCH and EDUCATOR FACULTY can vote on:
- 1) the reappointment and promotion of the same category of faculty of lower rank in their home department, provided that the regular faculty in the home department have approved the extension of that right to the faculty in each of these two categories.
 - 2) the evaluation of their Chair, provided that the regular faculty in the home department have approved the extension of that right to the faculty in each of these two categories.
 - 3) the evaluation of their Dean.
- Extension of voting rights to RESEARCH FACULTY and EDUCATOR FACULTY apply only in that school.
- L. Those faculty on SENIOR FACULTY STATUS under the terms of a VFRP can vote on:
- 1) all College-level matters that are not also university-level matters.
 - 2) all departmental matters that are not also university-level matters, provided that the regular faculty in the home department not holding SENIOR FACULTY STATUS vote to extend that right to those faculty who do hold it.
- Extension of voting rights to those on SENIOR FACULTY STATUS apply only in that school.

III. COLLEGE COUNCIL

- A. As specified in section A5 of the FACULTY MANUAL, the College Council acts as the executive agency of the GENERAL FACULTY. According to section A5.1 of the FACULTY MANUAL, the College Council:

1. Shall act as the committee on academic planning, educational and research policy, and general welfare of the school.
 2. Shall elect all committees of the school faculty.
 3. Shall act as confidential counsel to the dean of the school in any matter submitted by the dean.
 4. It or its designee shall set the date and hour and prepare the agenda for all regular meetings of the school faculty.
 5. Shall include in the agenda any matter requested in writing by five percent of the voting members of the school faculty; a majority of the voting faculty of a department, or any items or matters submitted by the dean or his/her principal deputy.
 6. May make recommendations to the school faculty concerning proposed actions.
 7. May act for the school faculty, as authorized annually by the school faculty, and report such actions at the next meeting of the school faculty (see above, I.J).
- 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 or 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. The Dean of the COLLEGE will serve as a non-voting *ex officio* member of the Council except as may be necessary to break a tie vote.
- E. The Speaker and Vice-Speaker(s) of the Council (Faculty Manual A5.3) will be elected by the members of the Council no later than the last day of the Spring term.

IV. STANDING COMMITTEES

A. Standing Committees of the COLLEGE 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 FACULTY. The membership of all College committees shall be posted on the COLLEGE Website. Every standing committee shall submit an annual report to the COLLEGE FACULTY.

B. The following are the standing committees of the COLLEGE:

1. **Budget and Compensation Review Committee**

Membership: Members will be appointed by the Council from the VOTING FACULTY 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 may 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. **College Curriculum Committee**

Membership: Members will be appointed by the Council from the VOTING FACULTY 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 may elect a chair annually.

Charge: To review proposals regarding course additions and revisions for adherence to college and university guidelines and to coordinate on matters that involve multiple departments. For minor matters, the committee can act on behalf of the council and COLLEGE, whereas for more major matters, the committee will make recommendations to the faculty via the College Council. In matters of substance, the committee is to defer, as a rule, to the disciplinary expertise of departments.

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

3. **Faculty Committee for Academic Appeals**

Membership: Members will be appointed by the Council from the VOTING FACULTY 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 may 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.

4. **Academic Integrity Committee**

Membership: Members will be appointed by the Council from the VOTING FACULTY to serve two-year terms. The committee will consist of six members and two alternates, and will be chaired by the COLLEGE Dean responsible for undergraduate education of her/his designee.

Charge: To hear and adjudicate alleged Class I and Class II academic integrity violations reported in courses in the College of Arts & Sciences.

By vote of the faculty, it is suggested that the Academic Integrity Committee makes reports at the first meeting of the fall semester (for previous spring), and the first meeting of the spring (for the previous fall).

5. **Lowe Art Museum Advisory Committee**

Membership: Up to eight members will be appointed by the Council in consultation with the Lowe's Director from the VOTING faculty of the University 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 the Lowe's Director of the museum will also serve as the ex officio member on the committee. Ideally, the committee will consist of one member from Art and Art History, one from Anthropology, three from other Departments in the College, and up to three from the other Colleges and Schools in the University.

Charge: Advise the Lowe's Director and staff on such matters as: creative ways to incorporate the Lowe's collection into University courses; collaborations with Departments of the University; (potential) donor relations, future exhibition planning, and exhibition-related academic materials; docent and internship training materials; and collections (i.e., accessions, gifts, and deaccessions) in collaboration with the Lowe's Collections Committee, when feasible.

By vote of the faculty, it is suggested that the Lowe Art Museum Advisory Committee makes its annual report at the second meeting in Fall.

6. **College Culture, Equity, and Diversity Advisory Committee**

Membership: Members will be appointed by the Council from the VOTING FACULTY 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: The College Culture, Equity, and Diversity Advisory Committee will consider ways in which to promote the equity and diversity in the COLLEGE, as well as contribute to a positive academic climate and COLLEGE culture. The committee will examine guidelines and procedures concerning COLLEGE culture, equity, and diversity and make recommendations to the College Council, Dean, and GENERAL FACULTY. Among the responsibilities of the committee will be: a) promotion of a culture of shared governance in the COLLEGE, b) promotion of open, civil, and informed communication among students, faculty, administration, and professional staff, c) identification of priorities and goals concerning age, disability, family status, gender, gender identity, religious affiliation, race, national origin, and sexual orientation among students, faculty, administration, and professional staff, d) identifying activities or training programs in COLLEGE culture, equity, and diversity for administration, faculty, and staff to foster a positive working environment and promote equity and diversity.

By vote of the faculty, it is suggested that the College Culture, Equity, and Diversity Advisory Committee makes its annual report at the first meeting in fall.

V. **APPOINTMENT AND REVIEW OF ENDOWED CHAIRS**

Following the provisions of Faculty Manual Section C10.4, the Dean will seek advice from an appointed faculty committee during the appointment of existing internal faculty to endowed chairs or other honorific appointments and during the review for reappointment of any College faculty holding endowed chairs or other honorific appointments.

VI. **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.

VII. **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.

VIII. **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.

IX. **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.