

**BYLAWS FOR THE FACULTY OF ARTS AND SCIENCES**

ARTICLE I

Membership

The Faculty of Arts and Sciences shall consist of all those members of the Standing Faculty and Associated Faculty (as defined in the Faculty Handbook) whose primary appointments are in the School of Arts and Sciences (SAS).

The Affiliated Faculty shall consist of those members whose primary appointment is in one of the faculties within the University and who, for a specified term, are appointed to the Faculty by the Provost upon nomination of the Dean of the School of Arts and Sciences.

The President and the Provost of the University are ex-officio members of the Standing Faculty.

ARTICLE II

Meetings

*Section 1. Regular Meeting.* Not later than the second week of classes at the beginning of the fall semester of each academic year, the Dean shall notify each member of the Faculty of the dates for the regular faculty meetings for the academic year. The Dean shall call at least three regular meetings during the course of each academic year, with at least one meeting taking place during each fall and spring semester.

*Section 2. Special Meeting.* The Dean may call special meetings at his or her discretion or at the direction of the President or the Provost. The Dean will call special meetings upon a written request from fifteen voting members.

*Section 3. Notice and Agenda.*

- a. Regular Meeting. Written notice shall be sent to all persons entitled to attend at least one week prior to the date set, giving the date, time of commencement and adjournment, place of the meeting, and a complete agenda for the meeting.

- b. Special Meetings. Written notice shall be sent to all persons entitled to attend at least one week prior to the date set, giving the date, time of commencement and adjournment, place of the meeting, and a complete agenda for the meeting. This notice must be sent no later than seven days after receipt of a written request from no less than fifteen members. The agenda for special meetings shall be set by the Dean or by faculty request as the occasion arises.
- c. Adjourned Meetings. These notice requirements do not apply to a meeting which has been adjourned provided that (a) the date, time, and place are announced at the meeting being adjourned, and (b) oral or written notice is given at least 48 hours prior to reconvening the meeting.
- d. Agenda. The agenda of each meeting is set by the Dean. It will include any item he or she deems appropriate, and any items proposed by the initiative of any voting member of the faculty. Items not on the agenda may not be brought before the meeting for action unless approved by a two-thirds vote of the voting members recorded as present, and in no event until the items on the agenda have been completed. The agenda shall clearly indicate items requiring action of the faculty.

*Section 4. Attendance*. All members of the Faculty, the Affiliated Faculty, and the Emeritus Faculty may attend the meetings of the Faculty of Arts and Sciences. In addition, provision is made for attendance by persons who do not have membership:

- a. Student members of the SAS standing committees when the work of the committees on which they serve is being considered by the faculty.
- b. Officers of the administration of the University by invitation of the Dean to attend meetings when business pertaining to their offices is on the agenda.
- c. Members of the campus media by invitation of the Dean.

*Section 5. Officers*

- a. Presiding Officer. The Dean of the School of Arts and Sciences or the Dean's deputy shall preside over all meetings of the Faculty.
- b. Secretary. There shall be a Secretary of the Faculty who shall be elected at the last regular faculty meeting of each academic year to serve for the following academic year.

*Section 6. Voting*

- a. Voting Members. The following shall be voting members:
  1. The Standing Faculty whose primary appointment is in the School of Arts and Sciences.
  2. The Affiliated Faculty.
- b. Voting in Meeting. Voting shall be by voice vote or show of hands. A secret written ballot of those present may be ordered by the Presiding Officer or invoked by a motion from the floor which receives at least ten affirmative votes.
- c. Voting by Mail. Voting by mail shall occur:
  1. When ordered by the Presiding Officer.
  2. When invoked by a motion from the floor which receives at least 25 percent affirmative votes of those present.
  3. When invoked by a petition of at least 25 members of the voting faculty in accordance with the provisions of Section 7, described below.
  4. A determination for voting by mail in accordance with items (1) or (2) may occur either before or immediately after a vote in meeting has taken place.

*Section 7. Quorum*. No quorum is required in order to conduct the business of the faculty. However, if a proposal is adopted with less than 50 voting members in attendance, on petition by at least 25 voting members, the Dean shall conduct a mail ballot, such ballot to be circulated with a copy of the minutes of the meeting(s) in which the proposal was discussed and voted on. The petition request must be received within two weeks of the faculty vote and the ballot circulated no later than two weeks after receipt of the petition. The faculty shall be allowed 30 days for a vote; a simple majority of those voting will be sufficient to ratify the proposal.

*Section 8. Rules of Procedure*. Except as otherwise set forth in these Bylaws, the basic rules or procedures shall be those contained in the latest edition of Robert's Rules of Order.

## ARTICLE III

### Standing Committees

#### *Section 1.* Structure

- a. Standing Committees are those committees which advise the Dean or report to the faculty on matters of continuing importance to the whole faculty.
- b. The General Standing Committees are:
  - Academic Freedom and Responsibility
  - Committee on Committees
  - Committee on General Education Sectors
  - Curriculum
  - Continuing Education
  - Graduate Education
  - Personnel
  - Undergraduate Academic Standing
  - Undergraduate Education

#### *Section 2.* Membership

- a. The Committee on Committees shall make recommendations to the Dean concerning faculty members to be appointed to Standing Committees excepting the Academic Freedom and Responsibility Committee, and in consultation with the Dean shall determine the number of members on these Committees, provided that none shall contain less than five members of the faculty; the Personnel Committee, however, shall be fixed with respect to number (see Article III, Sections 4c and 4d). The Committee shall also fix the term of service on Standing Committees and of representation to the Graduate Council. Membership and term of service on the Academic Freedom and Responsibility Committee shall conform to the requirements of the University Statutes.
- b. The Committee on General Education Sectors shall include at least one representative from each sector. The chair of the Committee shall sit ex-officio on the Committee on Undergraduate Education.
- c. The Committee on Undergraduate Education shall include three undergraduate students; the Curriculum Committee shall include two undergraduate students; the committee on Graduate Education shall include two graduate students; and the

Committee on Continuing Education shall include one undergraduate student and one graduate student from a professional master's program. All of these students shall be appointed by the Dean on recommendation of the appropriate student councils. The student members shall have the right to vote in their respective committees except the third student member of the Committee on Undergraduate Education who shall be non voting and who shall be appointed by the Student Committee on Undergraduate Education (SCUE).

- d. The Committee on Continuing Education shall include among its members selected representatives of the School's professional master's degree programs. These representatives may include members of the associated faculty or academic support staff, who shall serve as voting members.
- e. The Dean or the Dean's deputy shall be an ex officio and non voting member of all Standing Committees except the Personnel Committee and the Committee on Academic Freedom and Responsibility.
- f. Vacancies occurring on Standing Committees (except the Committee on Academic Freedom and Responsibility) shall be filled by the Dean on recommendation of the Committee on Committees in the case of faculty members, and on recommendation of the appropriate student councils in the case of undergraduate and graduate members.
- g. The Dean shall designate a chairperson from among the faculty members recommended by the Committee on Committees for membership on each Standing Committee except for the Committee on Academic Freedom and Responsibility, which shall elect its own chairperson.

*Section 3. Committee on Committees*

- a. The Committee shall make recommendations to the Dean concerning faculty members to be appointed by the Dean to Standing Committees and to nominate candidates for Secretary to the Faculty, for the Graduate Council and for the Committee on Academic Freedom and Responsibility; the Committee on Committees shall present its nominations to the Dean for election by the faculty at its last regular spring meeting.
- b. The Committee on Committees shall be elected at the regular fall semester meeting, upon nomination by the Dean. It shall consist of six members, two each from the three disciplinary areas of the Humanities, the Social Sciences, and the Natural Sciences.

*Section 4.* Personnel Committee

- a. Charge. The Committee shall review all proposed appointments, reappointments, promotions, and tenure appointments in the Standing Faculty of SAS and make recommendations concerning them to the Dean. The Personnel Committee shall represent the faculty in evaluating the academic qualifications of individuals proposed for appointment, reappointment, promotion, and tenure within the faculty.
- b. Membership. Only full professors in the Standing Faculty with primary appointments in the School of Arts and Sciences may be members of the Personnel Committee. Officers of the Administration of SAS and of the University and chairpersons of departments are excluded from membership.
- c. Composition of the Committee. The Personnel Committee shall consist of twelve members and a chairman. Each of the three major branches of learning in SAS--the Humanities, the Natural Sciences, and the Social Sciences--shall be represented by four members on the Personnel Committee.
- d. Appointment to the Committee. The respective chairpersons of the Personnel Committee and the Committee on Committees shall confer whenever vacancies on the Personnel Committee need to be filled. After such consultation, the Committee on Committees shall make recommendations to the Dean concerning appointments to the open positions on the Personnel Committee. Normally, this process will take place before the last regular spring meeting of the SAS faculty. Unanticipated vacancies on the Personnel Committee shall be filled by means of the same procedure. Normally, no more than one member of a single department shall sit on the Personnel Committee at any given time. In no case may more than one member of a single department sit on the same panel, nor may more than two members of a single department sit on the Personnel Committee simultaneously.
- e. Terms of office and rotation. Members of the Personnel Committee shall serve a three-year term. Normally, each year, four new members shall be appointed, distributed across the major branches of learning (the Humanities, the Natural Sciences, and the Social Sciences).
- f. Appointment of the chairperson. The chairperson of the Personnel Committee shall serve a one-year term. He or she shall be selected by the Dean, normally from members of the Personnel Committee about to enter the third year of their three-year terms. In making this appointment, the Dean shall consult with the outgoing chairman of the committee.

- g. Subpanels. The four committee members in each of the major branches of learning (the Humanities, the Natural Sciences, and the Social Sciences) shall constitute a subpanel in their particular area. The chairperson of the full committee shall appoint one member of each subpanel to serve as its chair. On occasion, a special four- or five-member subpanel may be created by the chairperson of the full committee on an ad hoc basis to address the special needs that may arise owing to the unique character of an interdisciplinary case.
- h. Deliberations and reports. All cases forwarded to the Personnel Committee will initially be deliberated by the appropriate subpanel, whose chair will report to the full committee a recommendation for disposition of the case in the form of a vote, along with a summary of the reasoning that led to that vote. The report of the subpanel shall be regarded as a point of departure for the discussion of the full committee. Members of a subpanel offering a recommendation are not bound to adhere permanently to a position they took during the deliberations of the subpanel. Rather, they shall feel free to alter their original position, subject only to the influence of the course of the discussion at the meeting of the full committee. Upon conclusion of these deliberations, each case should be brought to a vote. The chairperson of the full committee shall submit to the Dean a written report of the vote and a summary of the most salient elements of the discussion that led to it.
- i. Further transmissions of recommendations to the Personnel Committee. The positive recommendations to the Personnel Committee shall be forwarded to the Provost's Staff Conference by the Dean; the Dean may choose to concur with or dissent from the proposal. In the case of a tie vote of the Personnel Committee, transmission of the case to the Provost's Staff Conference is at the discretion of the Dean. The Dean may also forward recommendations that did not receive a positive endorsement of the Personnel Committee although it is expected that this would occur only rarely. In such cases the Dean must inform the Personnel Committee of the reasons such action was taken. With the concurrence of the department, within six months after a negative vote on a case, the Dean may ask the Personnel Committee to reconsider a case without recourse to the full resubmission procedures, if the Dean has additional information to offer about a case.

Where the President and Provost propose to recommend an appointment, promotion, or grant of tenure in the face of a negative recommendation by the Personnel Committee, they shall inform the Dean, the Personnel Committee, and the Committee on Academic Freedom and Responsibility of the School of Arts and Sciences. The Provost shall then call a meeting with the Dean and the Personnel Committee; the case shall be discussed at that meeting. Following this, the Dean,

the Personnel Committee, and the SAS Committee on Academic Freedom and Responsibility shall be provided with an opportunity to respond in writing to the Provost's proposal before a final decision is made as to whether or not it should be submitted to the Trustees.

- j. Conflict of interest. No member of the Personnel Committee may participate in the evaluation of the credentials of any candidate nominated from his or her own department(s). Members of the Personnel Committee shall be excused from deliberating particular cases in the event they feel there is a conflict of interest for reasons other than departmental affiliation.

An appointment, promotion, or grant of tenure to an individual holding an administrative position at the School or University level renders the roles of the President, Provost, and Dean especially sensitive. In such cases, these individuals shall remove themselves from the decision processes to the full extent that such removal is compatible with their respective responsibilities. Only at the point of bringing papers before the Provost's Staff Conference, for example, shall the Dean enter this process. Where the President and the Provost propose to recommend an appointment, promotion, or grant of tenure to an individual holding an administrative position at the School or University level, in the face of a negative recommendation from the Personnel Committee, the procedure described in Article III, Section 4j shall be followed. In addition, after the meeting there described, the Provost and the Dean may add to the file any additional relevant material that was not previously present. Then the augmented file shall be reviewed by the Personnel Committee which will again advise whether the appointment should be made. There is a presumption that the Provost, cognizant of the potential conflicts of interest inherent in such a situation, shall base his decision entirely upon the merits of the case.

*Section 5.* Committee on Academic Freedom and Responsibility.

- a. The Committee shall represent the faculty, subject to its review, in all proceedings that involve allegations of interference in the teaching or research of a faculty member, temporary exclusion of a faculty member, suspension or termination of the appointment of a faculty member for just cause, matters arising from financial exigency proceedings, or other questions arising from a faculty member's claim of violation of his or her academic freedom. The Committee shall have cognizance over matters involving the academic freedom and responsibility of the entire faculty in addition to questions involving individual faculty members, and may on its own initiative investigate and report to the faculty and to the University administration regarding such matters.



- b. Members of the Committee shall be drawn from the members of the Standing Faculty in the School of Arts and Sciences, and shall serve a three-year term.
- c. Two alternates shall be elected at the time regular members are elected, to serve whenever a vacancy occurs in the regular membership. The order the alternatives serve shall be determined by lot.
- d. The Committee shall elect its own chairperson annually.

*Section 6.* Committee on Undergraduate Academic Standing. The committee shall have the power to rule upon student petitions for waiver of the SAS rules and regulations; decide which students are to be placed on probation, given mandatory leave, dropped or readmitted; certify to the faculty each graduating senior's completion of all the SAS requirements; and submit an annual report to the faculty.

*Section 7.* Committee on Undergraduate Education. The Committee shall advise the Dean on all matters broadly affecting the fulfillment of the educational mission of the College of Arts and Sciences; review all policies and practices of an educational nature, including those pertaining to admissions and to degree requirements, and recommend changes in these policies and practices to the faculty; formulate educational policies for consideration by the faculty; recommend action to the faculty on proposed new organizational units; review the advising system; and take action on those matters for which the faculty has delegated authority to the Committee. The Committee shall submit an annual report to the faculty on these issues.

*Section 8.* Committee on Graduate Education. The Committee shall advise the Dean on all matters broadly affecting the fulfillment of the graduate educational mission of the School of Arts and Sciences, including admission standards; review all policies of an educational nature and recommend changes in these policies to the faculty; formulate educational policies for consideration by the faculty; advise on the creation and abolition of graduate groups; receive annual reports from the Dean concerning the distribution of fellowships; and take action on those matters for which the faculty has delegated authority to the Committee. The Committee shall submit an annual report to the faculty on these issues.

*Section 9.* Committee on Continuing Education. The Committee shall advise the Dean on all matters broadly affecting the fulfillment of the School's mission in continuing education, to be defined as undergraduate and master's degrees and credit certificates that fall outside the purview of the Committee on Undergraduate Education and the Graduate Council of the Faculties. The Committee shall review all policies of an educational nature, including admission standards, degree requirements, and academic standing; formulate educational policies for consideration by the faculty; recommend action to the faculty on proposed new degrees and credit certificate

programs; conduct regular reviews of continuing education degree and credit certificate programs; and take action on those matters for which the faculty has delegated authority to the Committee. The Committee shall submit an annual report to the faculty on these issues.

*Section 10. Curriculum Committee.*

- a. The Committee shall review all proposals originating in departments and programs with standing in the Arts and Sciences for new courses numbered below 600, majors, and undergraduate programs offered for credit in the Arts and Sciences (including those courses proposed by non-SAS departments and/or programs), and for any changes therein. The Committee will recommend to the faculty the approval or rejection of each such proposal. Exempt from this review are General Honors courses and courses offered only once: experimental courses, independent study, and "topics" courses. However, proposers of these exempt courses shall notify the committee that their courses shall be given, and one-time courses must be reviewed if they are to be given again.
- b. Courses fulfilling the Distributional Requirement must be reviewed by the committee every five years after their approval for the requirement. The approval of other courses remains in effect unless a course goes untaught for five years.
- c. The Chair of the Curriculum Committee will sit ex-officio on the Committee on Undergraduate Education.
- d. The Committee shall have a separate Subcommittee on Individualized Study which shall evaluate proposals for the Individualized Major, for credit for independent work and for satisfying various options within the distributional requirement. The Chairman of the Subcommittee on Individualized Study shall report to the Curriculum Committee.

*Section 11. Committee on General Education Sectors.* The Committee on General Education Sectors shall advise the Dean on the undergraduate sector requirements and review all proposals originating in departments and programs for general education sector courses (including those courses proposed by non-SAS departments and/or programs), approving or disapproving such courses, assigning them to sectors, and reviewing them on a periodic basis.

## ARTICLE IV

### Other Committees

The Dean is empowered to appoint other committees in addition to the Standing Committees. The advice of the Committee on Committees need not be sought in making these appointments.

## ARTICLE V

### Amendments

Proposed amendments to these Bylaws may be brought before the faculty either through the Dean's initiative or by no fewer than five percent of the voting faculty. Such a proposal shall be presented by the Dean to a meeting (regular or special) of the voting faculty after notice of the intention to discuss the amendment at the meeting and a copy of the proposed amendment has been circulated to the voting faculty no less than 15 days prior to the meeting. At the meeting, the faculty may amend the proposal only if such amendments are acceptable to a majority of those who proposed the original amendment to the bylaws. At the meeting, the faculty, by a simple majority vote, may either reject the proposal or may recommend it to the full voting faculty for ratification by mail ballot. The Dean will send a copy of the minutes of the meeting (or meetings) at which the amendment was proposed and discussed with the ratification ballot and shall allow 30 days for the vote. A simple majority of those voting is sufficient to ratify the proposal.