

College of Arts & Sciences Bylaws  
Revised September 15, 2009

PREAMBLE

The faculty of the College of Arts & Sciences, in order to establish a faculty governance infrastructure for the College, to codify procedures, to embrace the University's commitment to assessment and continuous improvement, and to promote shared and collegial decision-making, hereby establish these Bylaws for the College.

ARTICLE I. Definitions and General Principles

**Section 1.** All CAS committees and ephemeral teams shall strive to operate by consensus of the full group. When consensus is not possible and a vote must be taken, the minority shall have the right to issue one or more "minority position" statement(s) to the College faculty at large, explaining their position and rationale.

**Section 2.** For purposes of college-wide referenda, and in other situations where a quorum is required, a quorum shall be defined as 50% plus 1 or more of those eligible to vote. A referendum vote shall only be considered valid if votes are cast by a quorum of faculty. In order to encourage attainment of a quorum, all referenda shall include "abstain" as one of the voting options. Unless otherwise specified, a simple majority of votes cast shall be required for adoption.

ARTICLE II. Eligibility and Membership

**Section 1.** Everyone holding a faculty position (i.e., in the faculty pay plan) on a visiting, fixed multi-year, continuing multi year, or tenured appointment in the College of Arts & Sciences is eligible to vote in all College elections, unless specified to the contrary in superseding university governance documents or the Collective Bargaining Agreement. Adjunct, courtesy, and emeritus faculty are not eligible to vote unless otherwise specified below. Faculty holding joint appointments with other Colleges must declare the College of Arts & Sciences to be their primary affiliation in order to be eligible to vote. Eligibility to vote is determined solely by contract and pay plan status, not by FTE appointment or source of funding.

**Section 2.** All in-unit faculty on a visiting, fixed multi-year, continuing multi-year, or tenured appointment are eligible to serve on all College committees, unless otherwise specified in these Bylaws or in a superseding document; with the exception that out of unit faculty may serve on the Leadership Team. Adjunct, courtesy, and emeritus faculty are not eligible to serve unless the composition of a committee, as specified in these Bylaws, calls for it. Faculty holding joint appointments with other Colleges must declare the College of Arts & Sciences to be their primary affiliation in order to be eligible to serve on committees. Eligibility to serve on committees or

Ephemeral Teams is determined solely by contract status and membership in the bargaining unit, not by FTE appointment or source of funding.

**Section 3.** The faculty of the College consists of all those eligible to vote as stated above; quorums are calculated based on this number. Each of the College faculty shall have a designated “home department” for purposes of voting for department representatives on committees.

**Section 4.** With the exception of Peer Review & Support Committee membership, voting for departmental representatives on committees shall be limited to faculty in the department being represented. Peer Review & Support Committee members are all elected by vote of the entire College faculty.

### ARTICLE III. CAS Leadership Team

**Section 1.** The College of Arts & Sciences Leadership Team (CASLT) serves as the main advisory body to the Dean on all matters of College administration and operation, including budget allocation and planning, allocation of faculty positions, enrollment management, exception-handling for existing policies, and any other matters the Dean or other members may bring before the team.

**Section 2.** The CASLT shall be comprised of the following permanent members: Dean, Associate and Assistant Deans, Department Chairs, Directors of Schools, CAS Budget Director, chair of the College Governance Team. These members serve by virtue of their titles, and their terms of service on the CASLT shall be for whatever period of time they hold their respective titles.

The Dean may from time to time appoint additional members at his/her discretion; such appointments are normally temporary ones, for specific purposes. It is expected that permanent changes to the composition of the CASLT will be pursued through an amendment to these Bylaws.

**Section 3.** Faculty may request issues to be brought to the CASLT either through the College Governance Team or their department chairs.

### ARTICLE IV. College Governance Team

**Section 1.** The College Governance Team (CGT) shall function as the main faculty governance committee in the College, responsible for considering College-wide matters of faculty concern, and serving as a faculty voice independent of and advisory to the CASLT. The CGT interfaces with university-level faculty teams, improves communication between administration and faculty, and participates in CAS leadership meetings through membership of the CGT chair on the CASLT. In addition, the CGT has the authority to:

- a. Supervise and conduct elections within the College, for all faculty representatives to committees, and all votes on referenda or other matters calling for a vote of the faculty,
- b. Create and charge ephemeral teams in accordance with Art. X.
- c. Call and run CAS faculty meetings, independent of the Dean's office.
- d. Appoint or call for elections from time to time for CAS representatives to University-wide events and/or associated committees.
- e. Periodically review College documents and submit recommendations to the faculty for a vote in accordance with Article XI, Section 4.

**Section 2.** The composition of the CGT shall include one faculty member representing each department or School elected by the faculty of that department. One member of the CGT will be elected annually by the Team to serve as Chair. One member will be designated by the team, in a manner of their choosing, as Secretary. The Secretary is responsible for conducting College elections.

**Section 3.** Representatives to the CGT must be full-time University employees, and must otherwise meet the conditions of Art. II, Sec. 2, to be eligible for election to the CGT. Members serve two-year terms, which shall be staggered so that approximately half the members are elected each year. The initial CGT under these Bylaws will determine which seats go up for election after the first year.

**Section 4.** Any faculty member or administrator in the College may bring a business item before the CGT. If the item is unanimously considered by the CGT to be straightforward and not in need of broader faculty consideration (e.g., editing policy and procedure documents for clerical or consistency errors, or scheduling faculty meetings) the CGT may, after appropriate consultation and prior notification of the faculty, act on behalf of the faculty. Items falling under the purview of a standing committee will be referred to the appropriate committee chair for action or for a recommendation. If there is no standing committee to address the item, the CGT may appoint an ephemeral team to review the issue and make recommendations. When recommendations made by either standing committees or ephemeral teams are considered by the CGT to be substantive in nature, the CGT shall manage an inclusive, college-wide consideration of the recommended changes.

#### ARTICLE V. Peer Review and Support Committee

**Section 1.** The Peer Review and Support Committee (PRSC) is responsible for participation in faculty reviews and promotion decisions in accordance with section VII of the Faculty Performance Evaluation Document and with the College's Performance Evaluation Criteria and Process. The Committee also may engage in review of

documentation, consultation, and mentoring with faculty members preparing for promotion.

**Section 2.** As specified in Section VII of the University Faculty Performance Evaluation Document, peer review committees must consist of a minimum of five multi-year and/or tenured faculty members elected from among the in-unit associate and full professors in the unit. In the rare circumstance where there is not a sufficient number of faculty in the college/unit with such ranks, the requirement may be waived. The composition of the Peer Review and Support Committee in the College of Arts and Sciences shall include one faculty member representing each department or School, elected by the faculty at large. Terms of service (two years) are assigned to CAS departments and Schools rather than to individual faculty representatives. If a faculty member representing a department or School is unable to fulfill this two-year commitment, a subsequent at-large election will be held to fill the vacancy with another faculty member from the same department or School.

**Section 3.** In the event the spouse or partner of a PRSC representative submits a portfolio for promotion, the PRSC representative will recuse him/herself from all consideration of that promotion recommendation.

#### ARTICLE VI. Student Affairs Committee

**Section 1.** The Student Affairs Committee is responsible for recommending policies and procedures related to student affairs; for fostering student retention and progress; and for establishing a CAS Academic Grade Appeals Committee, whenever necessary, as outlined in the Student Guidebook.

**Section 2.** The Committee shall be composed of one member from each Department or School. A representative from the Dean's office shall serve as an ex-officio member. A member of the Student Affairs Committee shall be elected by the Committee to serve as CAS representative to the University Admissions Appeals Committee.

#### ARTICLE VII. Undergraduate Curriculum Committee

**Section 1.** The Undergraduate Curriculum Committee is charged with the review and approval of new and revised curriculum proposals at the undergraduate level. This includes new courses, course revisions, new programs, and new minors.

**Section 2.** The Committee shall be composed of one member from each department or School. A representative from the Dean's office shall serve as an ex-officio member. The Chair of this committee serves as the College's representative to the University Undergraduate Curriculum Team.

**Section 3.** Everyone eligible to serve on College committees under Art. II is eligible to serve on the Undergraduate Curriculum Committee. Members serve two-year

terms, which shall be staggered so that approximately half the members are elected each year.

#### ARTICLE VIII. Graduate Faculty

**Section 1.** CAS Graduate Faculty teach graduate courses and serve on graduate committees as defined by the University Graduate Faculty Appointment and Review Policy approved by the Faculty Senate. Graduate Faculty functions are detailed in that document for each category of Graduate Faculty membership: Member, Associate Member, Adjunct Member, Special Associate Member.

**Section 2.** Graduate Faculty qualifications are defined for each Graduate Faculty category (Member, Associate Member, Adjunct Member, Special Associate Member) in the University Graduate Faculty Appointment and Review Policy. CAS Graduate Faculty must meet these minimum qualifications.

In addition to these minimum qualifications, individuals applying for CAS Graduate Faculty membership as Members or Associate Members must show evidence of widely disseminated, peer-reviewed scholarship within the last three years, and those applying for membership as Adjunct Members must have a demonstrated history of productive scholarship or special expertise or experience. Those applying for graduate credentialing should demonstrate how their expertise would support current and/or future graduate programs in the College of Arts and Sciences.

**Section 3.** Any CAS Graduate Faculty member may serve on graduate student committees, each of which must be composed of at least two CAS Graduate Faculty representatives. Only Members or Associate Members may chair graduate thesis committees, and only Members may chair dissertation committees. Adjunct members may co-chair graduate thesis committees under special circumstances as approved by the department chair and/or academic dean. All thesis and dissertation committees must include at least two committee representatives with Member or Associate Member Graduate Faculty status.

#### ARTICLE IX. Graduate Affairs Committee

**Section 1.** The Graduate Affairs Committee is charged with the review and approval of new and revised curriculum proposals at the graduate level. This includes new courses, course revisions, new programs, etc. The Graduate Affairs Committee is also responsible for managing the process of credentialing Graduate Faculty.

**Section 2.** The Committee shall be composed of one member from each department or School. A representative from the Dean's office shall serve as an ex-officio member.

**Section 3.** Members of the Graduate Affairs Committee must be Members or Associate Members of the CAS Graduate Faculty, and must otherwise meet the conditions of Art. II, Sec. 2. Members serve two-year terms, which shall be staggered so that approximately half the members are elected each year.

#### ARTICLE X. Ephemeral Teams

**Section 1.** Ephemeral teams may be established by the CGT to manage the faculty's deliberations concerning items beyond the purview of the standing committees enumerated in these *Bylaws*. Such items include: the creation of distribution formulas for merit salary increase funds; consideration of changes to the *Bylaws*, PECAP, or other College-level policy and procedure documents; establishment of priority rankings for strategic planning purposes; or other issues determined by the CGT to require creation of an ephemeral team.

**Section 2.** In consultation with the Leadership Team, the CGT will determine the composition of ephemeral teams based on the task at hand. *Ex-officio* non-voting members may be assigned by the CGT or in consultation with the Dean as appropriate.

**Section 3.** Recommendations from each ephemeral team will be forwarded to the CGT for review and action. The ephemeral team will then be disbanded.

#### ARTICLE XI. Conduct of Elections

**Section 1.** Elections in the College are essentially of three different types: elections to fill vacant seats on committees and teams, nomination of Department Chairs, and referenda on proposed changes to governance documents and other issues, that generally provide for a for/against vote. In order to encourage a quorum, all referenda will also provide the option to abstain on the ballot. Unless otherwise provided for in these *Bylaws* or superseding documents, the CGT shall determine the mechanism and procedures for all elections, including but not limited to: whether the voting shall be electronic or paper, procedures for counting votes and disposition of improperly-cast ballots, and guidelines for storing and/or archiving election materials.

**Section 2.** Elections to fill vacant seats on committees will be conducted according to the following procedure:

- a. Nominations shall be sent to the Secretary of the CGT, who shall confirm acceptance with nominee.
- b. After the close of nominations, and after all nominees have been confirmed, a sample ballot shall be distributed to faculty. This sample ballot is to be distributed one week prior to start of voting.
- c. A minimum of 5 working days shall be allotted for faculty voting.

d. The winner of the election shall be determined by the greatest number of votes received out of those cast (plurality). In the event of a tie, a runoff vote will be held among those tied.

**Section 3.** Faculty votes for Department Chairs are intended to present to the Dean a list of candidates who have the support of the faculty in the department.

a. Each department shall nominate, by a method of its own choosing, a slate of potential department chairs.

b. After the close of nominations, a sample ballot shall be distributed to department faculty. This sample ballot is to be distributed a minimum of one week prior to start of voting.

c. A minimum of 5 working days shall be allotted for faculty voting.

d. Voting on a slate shall be by approval, i.e., each faculty member votes for all those candidates who would be acceptable to him/her as a chair.

e. The names of all candidates receiving a majority of votes cast are forwarded to the Dean for final selection of the Chair, to serve a three-year term.

f. If the Dean rejects all the candidates presented, (s)he must present to the department in writing the reasons for rejection, as well as his/her criteria for deeming a candidate acceptable

**Section 4.** Referenda on College-wide issues, such as proposed amendments to governance documents, shall be conducted according to the following procedure:

a. A sample ballot with the precise language to be approved shall be distributed a minimum of one week prior to start of voting.

b. A minimum of 5 working days shall be allotted for faculty voting.

c. A quorum of faculty, as defined in Art. I, must cast valid ballots for any result to be declared official.

d. The result of any referendum shall be determined by the majority of votes cast unless University or College rules such as these *Bylaws* require otherwise.

## ARTICLE XII. Amendments

**Section 1.** Changes to these Bylaws may be submitted to the faculty for a vote by the College Governance Team, or proposed to the College Governance Team by a petition bearing the endorsement of at least five CAS faculty members. The CGT shall

either put the matter directly before the faculty, or form an ephemeral team to gather faculty input and formulate precise wording for a vote.

**Section 2.** Proposed amendments to these Bylaws must be approved by a majority of a quorum of the eligible College faculty members.