

# STANDING RULES OF THE COLLEGE OF ARTS AND SCIENCES

## **Procedures for the Conduct of the Faculty Assembly**

- (1) The Chair shall establish rules for debate
- (2) Meetings shall be called at a stated time and place with a stated ending time. Once a quorum has been established it shall continue to the stated ending time.
- (3) An agenda shall be published with the call for the meeting. Only items contained in the agenda shall be considered.
- (4) Changing the established procedures requires a 2/3 majority.

## **COLLEGE STANDING COMMITTEES**

### **I. Responsibilities**

- A. Standing Committees as approved by the Faculty Assembly shall consider both actions and policy recommendations within their competence. In the area of these actions, these committees will be subject only to the By-Laws of the College or general policy declarations of the Faculty Assembly. In the area of policy, these committees shall report their recommendations to the Faculty Assembly.
- B. All college committees intending to bring actionable motions to the Assembly, except for those involving honors and awards, must circulate a draft of the text in a time sufficient for comment on and, if needed, revision and perfection of the language and substance of the proposal, viz. at least five (5) days prior to the notification of the meeting and publication of the agenda. In addition, Standing Committees shall make regular reports to the Faculty.
- C. Ordinary committee decisions stand unless challenged. Assembly meetings to consider committee decisions shall be called by the dean upon written petition of fifteen (15) voting members of the Faculty Assembly. The petition must be presented within thirty (30) calendar days (during which the College shall have been in session) after the distribution of those decisions by published minutes.

### **II. Composition**

- A. Only members of the Faculty whose primary appointments are in the College will be eligible for election to the faculty seats on Standing Committees of the College. Nominations of Faculty members to the Standing Committees will be made by the Committee on Committees as provided below.
  1. The Committee on Committees will circulate its slate of nominees among the faculty and will invite additional nominations. Such nominees will have agreed to serve if elected. The Committee on Committees will then submit the names of all eligible nominees for vote by members of the Faculty Assembly.
  2. Chairpersons are excluded from membership on the Faculty Salary, Planning and Budget and Personnel Committees.

3. Elected members of Standing Committees shall serve three-year terms except in the case of the Admissions and Appeals Committee, where members shall serve two-year terms. Elected members of Standing Committees may not serve consecutive full terms on the same committee.
  4. When a vacancy occurs on these committees during the academic year, the Committee on Committees will fill the vacancy.
  5. Committee work is considered a part of the normal duties of a faculty member. To ensure against overburdening and conflict of interest, no faculty member may serve on any grievance committee and Personnel.
  6. Standing committees will receive necessary staff support from the Dean.
- B. The Student Council of the College of Arts and Sciences and the Arts and Sciences representatives on the Graduate Student Council of the University are invited to name annually student representatives to attend Standing Committee meetings as specified below.
1. The Academic Discipline and Student Grievance Committee shall have three voting undergraduate student members and three voting faculty members.
  2. The Research Committee and the Academic Standards and Curriculum Committee shall each have one student member alternating annually between an undergraduate and a graduate student member. Undergraduate representatives shall serve on the Research and the Academic Standards and Curriculum Committees in even numbered years. Graduate student representatives shall serve in odd-numbered years.
  3. On all other Standing Committees of the College, except Planning and Budget and Personnel, there shall be two undergraduate student-voting members.
  4. No student may serve at any one time on more than one committee.
- D. Staff Members of Committees. The Arts and Sciences Staff Association is invited to name annually one representative to the Planning and Budget Committee. This person shall have full voting rights.
- E. Standing Committees elect their own chairpersons from among their own membership, and function under the guidelines of College policy, except when making policy recommendations, as specified above.

The addition of new Standing Committees, dissolution of present committees, or changes in structure or function of existing committees requires the approval of the Faculty Assembly.

### **III. Standing Committees**

The Standing Committees of the College shall be:

- Academic Discipline and Student Grievance
- Academic Standards and Curriculum
- Admissions and Appeals

- Committee on Committees
- Faculty Salary
- Personnel
- Planning and Budget
- Research
- Technology and Facilities

## **A. Academic Discipline and Student Grievance Committee**

### **1. Function**

- a) To consider student appeals and all reported violations of the published statement on Academic Discipline and to recommend a course of action consistent with that statement, keeping confidential its deliberations and actions and compiling records.
- b) To receive, hear, and make recommendations on formal grievances, in accordance with the procedures outlined in *The Redbook 6.8*.
- c) To prepare an annual report, summarizing the actions of the committee, maintaining the confidentiality of individual cases.

### **2. Structure**

- a) Consists of one faculty representative from each Division and three students. Faculty members must have a minimum of two years' service on the faculty. The runner-up to the divisional member elected serves as alternate to the elected member.
- b) Faculty members serve staggered three-year terms.
- c) Alternates shall serve where possible; otherwise, replacements shall be drawn by lot from a list of those faculty members who have served on the committee in the previous five years

## **B. Academic Standards and Curriculum Committee**

### **1. Function**

- a) To recommend policies governing admission, retention and graduation standards; and to monitor the application and interpretation of these policies by the Admissions Office
- b) To review critically and to approve or disapprove requests submitted by departments or programs for the addition, deletion, or revision of individual courses and degree programs. Where actions affect the requirements of more than one department, program, or division, there shall be prior consultation with those involved
- c) To be responsible for continuing review and study of the total College curriculum and to recommend changes in specific courses or programs
- d) To publish minutes of each meeting. Actions that primarily involve departmental and/or program requirements become official if not challenged within a month of publication of minutes. A challenge may

be made by a faculty member of the College, provided that it is done in writing, and that it is in the hands of the Chairperson of the Committee before the expiration of the period provided above. Considerations of challenges must be taken up by the Committee within 30 working days. If agreement cannot be reached between the Committee and the Petitioner(s) at that meeting, the matter is to be forwarded to the Faculty Assembly.

- e) Actions that affect the General Education curriculum policies (including the scope of General Education and College requirements and any other changes in College policy) take the form of recommendations to the Faculty Assembly. In actions regarding the suitability of specific courses to satisfy General Education requirements or guidelines, the decision of the Committee will suffice, in the absence of any challenge as provided for above

## **2. Structure**

- a) Consists of six faculty members, two representing each division but elected by the Faculty as a whole, and one student.
- b) Faculty members serve staggered three-year terms.

## **C. Admissions and Appeals Committee**

### **1. Functions**

- a) To interpret and apply the standards established by the Faculty for the admission and retention of students
- b) To develop procedures to consider requests initiated by applicants, students, or faculty members on behalf of students, for waiver of College academic regulations
- c) To recommend changes in policy, when the judgment of the committee indicates that such changes are warranted.
- d) To publish minutes of each meeting, maintaining confidentiality of individual cases.
- e) To consider exceptions to general education requirements for students enrolled in the College of Arts and Sciences.

### **2. Structure**

- a) Consists of two representatives from each division and one representative at large, all to be elected by the Faculty as a whole, and two students.
- b) Faculty members serve staggered two-year terms.

## **D. Committee on Committees**

### **1. Function and procedures**

- a) To prepare and circulate lists of vacancies on college committees established in these By-Laws, standing committees established by the Faculty Assembly, and University bodies requiring

College representatives.

- b) To solicit suggestions for nominees from the faculty.
- c) To prepare lists of nominees to fill vacancies. The committee shall nominate at least two candidates for each vacancy and establish means for supplementing committee slates by solicitation of nominations from among the faculty.
- d) To conduct faculty elections each spring semester (and at such other times as may be necessary) to fill all faculty vacancies on committees and other bodies; to count the ballots cast; and to inform all faculty members of the results.
- e) To advise the Faculty Assembly on committee needs of the College.
- f) The rule for determining election results is a plurality of the votes cast.

## **2. Composition**

- a) Four faculty members: one from each division, and one at large, all to be elected by the faculty at large.
- b) Members serve staggered three-year terms.

## **E. Faculty Personnel Committee**

### **1. Function and procedure**

- a) To make recommendations to the dean regarding pre-tenure, tenure, and promotion actions and performance based salary increases in accordance with the College personnel policy and approved departmental personnel policies.
- b) To keep confidential its deliberations on individual cases. Data collected regarding individuals is privileged and shall be returned to the Dean's Office at the end of each academic year and preserved in the individual's personnel file.
- c) To make recommendations to the dean and Faculty Assembly regarding personnel policy.
- d) To hear appeals of decisions regarding both the substance and the procedures relating to performance based salary increases; to make an appropriate recommendation to the dean; and to report its recommendation to all relevant parties in the review process.
- e) To publish minutes concerning policy recommendations.
- f) To submit an annual report to the Faculty Assembly.

### **2. Composition**

- a) Two tenured representatives of each division (excluding chairpersons) all elected by the faculty as a whole.
- b) Two faculty members with primary appointments in the same department may not serve on the Personnel Committee at the same time.
- c) Members of the College Personnel Committee may not serve on the personnel committees of departments or programs or on the

Faculty Grievance Committee.

- d) There is no *ex officio* representative from the Dean's Office on this committee.
- e) Members serve three-year terms.

## **F. Faculty Salary**

### **1. Functions and Procedures**

- a) The Faculty Salary Committee will be primarily responsible for monitoring the current state of faculty salaries in the College, including the salaries of faculty with term appointments and part-time lecturers (PTLs). This includes tracking salaries relative to benchmarks and market, as well as reviewing salary equity by gender and ethnicity.
- b) To work alongside the Dean and other College committees to prepare annual reports on faculty salaries.
- c) To make recommendations for addressing salary inequity where it occurs.

### **2. Structure**

- a) Consists of six faculty members (two from each division and excluding chairpersons), one representative from the A&S part-time faculty, and one representative from the A&S term faculty, all to be elected by the faculty as a whole.
- b) Faculty members serve staggered three-year terms. The Chair of the Committee for the following academic year will be elected at the April meeting from among the representatives who will be continuing on the Committee.

## **G. Planning and Budget**

### **1. Functions and Procedures**

- a) To participate, on a continuing basis, in all comprehensive planning for the College.
- b) Early each academic year, the committee will meet with the Dean:
  - (1) To review the established goals and priorities in the College, to review how the current budget permits their attainment, and especially to consider ways in which these might be addressed in the following year's budget.
  - (2) To review actual expenditures of general funds against the standing budget from the previous budget year to determine the extent to which funds were expended as they were budgeted.
  - (3) To discuss with the Dean the expenditures of contingency and restricted funds (including gifts or other funds obtained through development activity) as used by the Dean in prompting the welfare and growth of the College.

- c) To review and make recommendation on the budgetary implications of proposals for new or altered programs, proposed legislation, or other matters of a budgetary nature as requested by the Dean, as well as to review reports on the performance of programs within the College.
- d) To consult with and give advice to the Dean regarding annual and biennial budgets. The process within which such consultation shall occur is as follows:
  - (1) Before submitting the College budget proposal to the University administration, the Dean shall consult with the Committee on the content of the approval.
  - (2) At midyear, the Committee will submit a written report to the faculty of the College stating clearly how well, in the Committee's opinion, the current standing budget will permit attainment of the College's goals and priorities. Individual members of the Committee may append statements to the Committee's report.
- e) To consult with and give advice to the Dean regarding budget adjustments and reallocations whenever these are of a significant magnitude.

## **2. Structure**

- a) Consists of six faculty members, two from each division, (excluding chairpersons), all to be elected by the faculty as a whole; and one representative from the Arts and Sciences Staff Association.
- b) Faculty members serve staggered three-year terms. The Chair of the Committee for the following academic year will be elected at the April meeting from among the representatives who will be continuing on the Committee. The new chair will be responsible for planning the early Fall meeting with the Dean.

## **H. Research Committee**

### **1. Functions**

- a) To recommend policies and programs which promote and facilitate research and scholarship in the College.
- d) To allocate funds which have been set aside in the College budget for research activities, establishing criteria and determining amounts to be awarded to individual faculty members submitting requests.
- e) To nominate Arts and Sciences candidates for the University Distinguished Research Awards.
- f) To publish minutes, including texts of recommendations and allocation of funds.

### **2. Structure**

- a) Consists of two representatives from each division, but from different

departments within the division, elected by the faculty as a whole.

- b) Faculty members serve staggered three-year terms.

## **I. Technology and Facilities Committee**

### **1. Functions**

- a) To develop short and long term goals for the College's use and application of instructional technology. To review goals on an annual basis and modify as needed.
- b) Using the established goals, to recommend to the dean resource allocation in support of technology needs.
- c) To develop College goals for technology support and staff. To review these goals and provide recommendations for modification as needed.
- d) To develop goals for enhancing and supporting the use and integration of instructional technology in the academic programs of the College.
- e) To assess the use and integration across the College and report these findings to the dean annually.

### **2. Composition**

- a) Six faculty members, two from each division, all to be elected by the faculty as a whole.
- b) Members serve staggered three-year terms.

## **MEETING TIME FOR ASSEMBLY**

The Dean shall establish a regular meeting time for the Assembly for each academic year and distribute this time to the Divisions, Departments, and Programs of the College prior to the preparation of the schedule of courses for that year.

## **DIVISIONS, DEPARTMENTS AND PROGRAMS OF THE COLLEGE**

### **Division of Natural Sciences**

Department of Aerospace Science

Department of Biology

Department of Chemistry

Department of Geography and Geosciences

Department of Mathematics

Department of Military Science

Department of Physics and Astronomy

### **Division of Humanities**

Department of Classical and Modern Languages

Department of Comparative Humanities

Department of English

Department of Fine Arts

Department of Philosophy

Program in Religious Studies

Department of Theatre Arts

### **Division of Social Sciences**

Department of Anthropology

Program in Asian Studies

Department of Communication

Department of Criminal Justice

Department of History

Program in Latin American and Latino Studies

Department of Pan-African Studies

Department of Political Science

Department of Psychological and Brain Sciences

Department of Sociology

Department of Urban and Public Affairs

Department of Women's and Gender Studies