

1                   STANDING RULES OF THE COLLEGE OF ARTS AND SCIENCES

2                   **PROCEDURES FOR THE CONDUCT OF THE FACULTY ASSEMBLY**

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

11                   **COLLEGE STANDING COMMITTEES**

12 **I. Responsibilities**

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

30 **II. Composition**

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

- 1                   3.     Elected members of Standing Committees shall serve three-year terms  
2                   except in the case of the Admissions and Appeals Committee, where  
3                   members shall serve two-year terms. Elected members of Standing  
4                   Committees may not serve consecutive full terms on the same committee.
- 5                   4.     When a vacancy occurs on these committees during the academic year, the  
6                   Committee on Committees will fill the vacancy.
- 7                   5.     Committee work is considered a part of the normal duties of a faculty  
8                   member. To ensure against overburdening and conflict of interest, no  
9                   faculty member may serve on any grievance committee and Personnel.
- 10                  6.     Standing committees will receive necessary staff support from the Dean.
- 11    B.    The Student Council of the College of Arts and Sciences and the Arts and Sciences  
12           representatives on the Graduate Student Council of the University are invited to name  
13           annually student representatives to attend Standing Committee meetings as specified  
14           below.
- 15                  1.     The Academic Discipline Committee shall have three voting  
16                  undergraduate student members and three voting faculty members.
- 17                  2.     The Research Committee and the Academic Standards and Curriculum  
18                  Committee shall each have one student member alternating annually  
19                  between an undergraduate and a graduate student member. Undergraduate  
20                  representatives shall serve on the Research and the Academic Standards  
21                  and Curriculum Committees in even numbered years. Graduate student  
22                  representatives shall serve in odd-numbered years.
- 23                  3.     On all other Standing Committees of the College, except Planning and  
24                  Budget and Personnel, there shall be two undergraduate student-voting  
25                  members.
- 26                  4.     No student may serve at any one time on more than one committee.
- 27    C.    Staff Members of Committees. The Arts and Sciences Staff Association is invited to  
28           name annually one representative to the Planning and Budget Committee. This person  
29           shall have full voting rights.
- 30    D.    Standing Committees elect their own chairpersons from among their own membership,  
31           and function under the guidelines of College policy, except when making policy  
32           recommendations, as specified above.
- 33    E.    The addition of new Standing Committees, dissolution of present committees, or changes  
34           in structure or function of existing committees requires the approval of the Faculty  
35           Assembly.

### 36 III. Standing Committees

37 The Standing Committees of the College shall be:

- 38       • Academic Discipline
- 39       • Academic Standards and Curriculum
- 40       • Admissions and Appeals
- 41       • Committee on Committees

- 1 • Personnel
- 2 • Planning and Budget
- 3 • Research
- 4 • Technology and Facilities

## 5 **A. Academic Discipline Committee**

### 6 **1. Function**

- 7 a) To consider student appeals and all reported violations of the
- 8 published statement on Academic Discipline and to recommend a
- 9 course of action consistent with that statement, keeping confidential its
- 10 deliberations and actions and compiling records.
- 11 b) To publish minutes of each meeting, maintaining the confidentiality of
- 12 individual cases.

### 13 **2. Structure**

- 14 a) Consists of three faculty representatives, three faculty alternates, and
- 15 three students. Faculty members must have minimum of two years
- 16 service on the faculty.
- 17 b) Faculty members serve staggered three-year terms.
- 18 c) Alternates shall serve where possible; otherwise, replacements shall be
- 19 drawn by lot from a list of those faculty members who have served on
- 20 the committee in the previous five years

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

### 22 **1. Function**

- 23 a) To recommend policies governing admission, retention and graduation
- 24 standards; and to monitor the application and interpretation of these
- 25 policies by the Admissions Office
- 26 b) To review critically and to approve or disapprove requests submitted by
- 27 departments or programs for the addition, deletion, or revision of
- 28 individual courses and degree programs. Where actions affect the
- 29 requirements of more than one department, program, or division, there
- 30 shall be prior consultation with those involved
- 31 c) To be responsible for continuing review and study of the total College
- 32 curriculum and to recommend changes in specific courses or programs
- 33 d) To publish minutes of each meeting. Actions that primarily involve
- 34 departmental and/or program requirements become official if not
- 35 challenged within a month of publication of minutes. A challenge may
- 36 be made by a faculty member of the College, provided that it is done in
- 37 writing, and that it is in the hands of the Chairperson of the Committee
- 38 before the expiration of the period provided above. Considerations of
- 39 challenges must be taken up by the Committee within 30 working days.
- 40 If agreement cannot be reached between the Committee and the

1 Petitioner(s) at that meeting, the matter is to be forwarded to the  
2 Faculty Assembly.

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

10 **2. Structure**

- 11 a) Six faculty members elected by the Faculty as a whole, and one student.  
12 b) Faculty members serve staggered three-year terms.

13 **C. Admissions and Appeals Committee**

14 **1. Functions**

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

26 **2. Structure**

- 27 a) Consists of six representatives to be elected by the Faculty as a whole,  
28 and two students.  
29 b) Faculty members serve staggered two-year terms.

30 **D. Committee on Committees**

31 **1. Function and procedures**

- 32 a) To prepare and circulate lists of vacancies on college  
33 committees established in these By-Laws, standing committees  
34 established by the Faculty Assembly, and University bodies  
35 requiring College representatives.  
36 b) To solicit suggestions for nominees from the faculty.  
37 c) To prepare lists of nominees to fill vacancies. The committee  
38 shall nominate at least two candidates for each vacancy and  
39 establish means for supplementing committee slates by  
40 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: 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) Six tenured faculty members: excluding chairpersons, all elected by the faculty at large.
- 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.

1 e) Members serve staggered two-year terms.

2 **F. Planning and Budget**

3 **1. Functions and Procedures**

- 4 a) To participate, on a continuing basis, in all comprehensive planning  
5 for the College.
- 6 b) Early each academic year, the committee will meet with the Dean:
- 7 (1) To review the established goals and priorities in the College, to  
8 review how the current budget permits their attainment, and  
9 especially to consider ways in which these might be addressed  
10 in the following year's budget.
- 11 (2) To review actual expenditures of general funds against the  
12 standing budget from the previous budget year to determine the  
13 extent to which funds were expended as they were budgeted.
- 14 (3) To discuss with the Dean the expenditures of contingency and  
15 restricted funds (including gifts or other funds obtained through  
16 development activity) as used by the Dean in prompting the  
17 welfare and growth of the College.
- 18 c) To review and make recommendation on the budgetary  
19 implications of proposals for new or altered programs, proposed  
20 legislation, or other matters of a budgetary nature as requested by  
21 the Dean, as well as to review reports on the performance of  
22 programs within the College.
- 23 d) To consult with and give advice to the Dean regarding annual and  
24 biennial budgets. The process within which such consultation shall  
25 occur is as follows:
- 26 (1) Before submitting the College budget proposal to the  
27 University administration, the Dean shall consult with the  
28 Committee on the content of the approval.
- 29 (2) At midyear, the Committee will submit a written report to  
30 the faculty of the College stating clearly how well, in the  
31 Committee's opinion, the current standing budget will  
32 permit attainment of the College's goals and priorities.  
33 Individual members of the Committee may append  
34 statements to the Committee's report.
- 35 e) To consult with and give advice to the Dean regarding budget  
36 adjustments and reallocations whenever these are of a significant  
37 magnitude.

38 **2. Structure**

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

47 **G. Research Committee**

48 **1. Functions**

- 1 a) To recommend policies and programs which promote and  
2 facilitate research and scholarship in the College.
- 3 b) To allocate funds which have been set aside in the College  
4 budget for research activities, establishing criteria and  
5 determining amounts to be awarded to individual faculty  
6 members submitting requests.
- 7 c) To nominate Arts and Sciences candidates for the University  
8 Distinguished Research Awards.
- 9 d) To publish minutes, including texts of recommendations and  
10 allocation of funds.

## 11 **2. Structure**

- 12 a) Consists of six representatives from different departments  
13 elected by the faculty as a whole and one student.
- 14 b) Faculty members serve staggered three-year terms.

## 15 **H. Technology and Facilities Committee**

### 16 **1. Functions**

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

### 30 **2. Composition**

- 31 a) Six faculty members: all to be elected by the faculty at large.
- 32 b) Members serve staggered three-year terms.

## 33 **IV. DEPARTMENTS AND PROGRAMS OF THE COLLEGE**

34 Department of Aerospace Science

Department of Anthropology

Department of Biology

Department of Chemistry

Department of Classical and Modern Languages

Department of Communication  
Department of English  
Department of Fine Arts  
Department of Geography and Geosciences  
Department of History  
Program in Humanities  
Department of Justice Administration  
Department of Military Science  
Department of Mathematics  
Department of Pan-African Studies  
Department of Philosophy  
Department of Physics  
Department of Political Science  
Department of Psychology and Brain Science  
Program in Religious Studies  
Department of Sociology  
Department of Theatre Arts  
Program in Women's Studies

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