

# **The College of Arts and Sciences**

## **By-Laws**

**Approved: October 23, 2002  
Arts and Sciences Faculty Assembly**

**Approved by President James R. Ramsey by delegation from the Board of Trustees  
March 28, 2003**

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## **THE COLLEGE OF ARTS AND SCIENCES**

### **UNIVERSITY OF LOUISVILLE**

#### **OBJECTIVES OF THE COLLEGE OF ARTS AND SCIENCES**

- A. To present and articulate the major elements of the human cultural heritage.
  - B. To assist students in the development of exact, critical, and independent thinking and to provide them with an understanding of the nature of scholarship.
  - C. To further the general education of students, with special emphasis on the recognition of all human values and of civic and international responsibilities.
  - D. To enable students to acquire, through both their general and more specialized studies, a foundation for further personal and professional growth. This objective includes such preparation for careers as can legitimately be a part of the curriculum of a College of Arts and Sciences.
  - E. To establish and maintain the College as a community of scholars and center of intellectual activity, promoting professional development of the faculty.
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# BY-LAWS OF THE COLLEGE OF ARTS AND SCIENCES

## I. PURPOSE

These By-Laws provide for the organization and governance of the Faculty of the College of Arts and Sciences at the University of Louisville.

## II. MEMBERSHIP

### A. Kinds of Members

#### (1) Regular Members

Regular members of the faculty of the College of Arts and Sciences hold full-time tenured or probationary academic appointments in the University. These appointments may be of two kinds:

- a) sole appointments: a full-time academic appointment at the rank of instructor or above in the College, with or without administrative duties
- b) joint appointments: a full-time academic appointment shared between the College and another unit, provided that the primary appointment is at the rank of instructor or above in the College, with or without administrative duties.

#### (2) Associate Members

Associate members of the faculty of the College of Arts and Sciences shall meet the following criterion:

Full-time appointment for a minimum of one academic year in the University with the primary appointment in a unit other than the College of Arts and Sciences, provided that the appointment in the College is at the rank of instructor or above, with or without administrative duties.

#### (3) Temporary Members

Temporary members of the faculty of the College of Arts and Sciences shall meet the following criterion:

Full-time, temporary appointment in the College for a minimum of one academic year with the primary appointment at the rank of instructor or above in the College, with or without administrative duties.

### B. Privileges of Members

#### (1) Regular Members

Regular members shall be entitled to vote in meetings of the Faculty Assembly and in College elections, to serve on College committees, and to represent the College in University bodies except where prohibited by other sections of these By-Laws. Regular members shall be entitled to vote in meetings of their department, program, or division and to represent them in College and University bodies.

**(2) Associate Members**

Associate members shall be entitled to vote in meetings of the Faculty Assembly and in College elections. Associate members may vote in meetings of their department, program, or division subject to the by-laws of the department or program.

**(3) Temporary Members**

Temporary members shall be entitled to vote in meetings of the Faculty Assembly and in College elections. Temporary members may be granted voting privileges in the by-laws of a department or program in which the primary appointment is held to vote on all matters except faculty personnel policies and actions.

**III. THE FACULTY ASSEMBLY**

All members of the College of Arts and Sciences as defined in Article II shall be voting members of the Faculty Assembly.

**IV. STUDENT REPRESENTATION IN THE FACULTY ASSEMBLY**

The Arts and Sciences Student Council is invited to elect one undergraduate student for a one-year term as a representative to Faculty Assembly meetings. Undergraduate representatives to the Faculty Assembly or to any College committee must be enrolled full-time and in good standing.

The Arts and Sciences representatives on the Graduate School Council are invited to elect one graduate student to a one-year term as representative to Faculty Assembly meetings. Graduate student representatives to the Faculty Assembly or to any College committee must be enrolled full-time and must be in good standing as defined by the Graduate School and making satisfactory progress toward a degree.

The student representatives to the Faculty Assembly shall have the right to vote on all matters before the assembly except personnel, budget, and faculty grievance.

**V. PART-TIME LECTURER REPRESENTATION IN THE FACULTY ASSEMBLY**

Arts and Sciences part-time lecturers are invited to elect two of their number to serve a one-year term as representatives to Faculty Assembly meetings. The part-time lecturer representatives to the Faculty Assembly shall have the right to vote on all matters before the assembly except personnel, budget, and faculty grievance.

**VI. JURISDICTION OF THE FACULTY ASSEMBLY**

As provided by *The Redbook* 3.3.2 the faculty of the College of Arts and Sciences functioning as the Faculty Assembly shall have general legislative powers over its own affairs including, but not limited to, admission requirements, curricula, instruction, examinations, personnel policy and procedures, collegiate structure, and recommendations through the President to the Board of Trustees for the granting of degrees.

**VII. OFFICERS AND COMMITTEES OF THE FACULTY ASSEMBLY**

**A. Officers**

At an election meeting in the spring semester of each academic year, the Faculty Assembly shall elect a chairperson and a parliamentarian to serve for the next year, commencing on August 15. In the absence of the chairperson, the parliamentarian shall preside at meetings of the Faculty Assembly. The presiding officer, at his or her discretion, may resolve a tie vote. The dean shall meet with and make an annual report to the Faculty Assembly as an officer of the College. The Faculty Assembly shall have a secretary and such other officers as it may require.

**B. Committees**

The College shall have the following committees: Student Grievance Committee and Faculty Grievance Committee. The Faculty Assembly may create standing and *ad hoc* committees as it deems fit. Committees may recommend action as specified in their charges.

**VIII. MEETINGS OF THE FACULTY ASSEMBLY**

**A. Meetings**

At least one meeting of the Faculty Assembly must be called each semester of the academic year. Other meetings may be called at the request of the dean, or by written petition of fifteen (15) voting members of the Faculty Assembly. The assembly shall meet within 30 days after the receipt of the petition.

**B. Notification**

Notification of all meetings, together with an agenda, must be sent to all members of the Faculty Assembly by the Dean's Office and such notice shall be given at least five (5) working days prior to the time of meetings except in emergencies. Notification of the meeting also must be sent to the President of the University.

**C. Quorum**

A quorum shall consist of one-fourth of the number of probationary and tenured faculty of the College of Arts and Sciences as of August 15 of the current academic year.

**D. Minutes**

Minutes of all Faculty Assembly meetings shall be distributed by the Dean's Office to all members of the Faculty Assembly, to the Chairperson of the Faculty Senate, to the Office of the President, and to the University Archives.

**E. Parliamentary Procedure**

The conduct of Faculty Assembly meetings shall proceed according to the current edition of *Robert's Rules of Order* except as modified in the College Standing Rules. Modification of these rules requires a two-thirds majority of the Assembly.

**IX. ORGANIZATION OF THE COLLEGE OF ARTS AND SCIENCES**

Administration and governance of the College shall be carried out by:

- (1) The Dean of the College
- (2) The chairs and committees of its divisions, departments, and programs.
- (3) The Faculty Assembly.
- (4) Committees mandated in these By-Laws.
- (5) Standing committees as may be established by the Faculty Assembly and specified in the Standing Rules

**A. Responsibilities of the Dean**

The dean of the College shall be appointed and reviewed under the provisions of *The Redbook* 3.2. The duties and responsibilities of the dean are enumerated in *The Redbook* 3.2.2. and in the position description in the addendum to these Bt-Laws.

**B. College Committees**

**(1) Kinds of Committees**

- a) Committees established in the College By-Laws
- b) Standing committees established by the Faculty Assembly

The composition, responsibilities, and method of election of standing committees will be defined by the Faculty Assembly when they are created.

- c) *Ad hoc* committees

*Ad hoc* committees may be created by the Faculty Assembly, the dean, or by a duly constituted college committee to serve specific purposes.

**(2) General Committee Practices**

**a) Reporting**

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.

**b) Challenges to Committee Decisions**

Ordinary committee decisions stand unless challenged. Assembly meetings to consider committee decisions shall be called by the dean upon receipt of a 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.

**C. Actions Reserved to the Faculty Assembly**

The following actions by any committee shall require action at a Faculty Assembly meeting called specifically for that purpose:

- (1) Any action affecting the College Personnel Policy;
- (2) Any change in the allocation policy for salary increases;
- (3) Any decision which touches upon the role students should play in College grievance;
- (4) Any change in the department or program structure of the College;
- (5) Any change in the general education requirements for the College's baccalaureate programs;

- (6) Any change in the By-Laws of the College; and
- (7) Any change in the College Standing Rules

**D. Committees Established in the College By-Laws**

The committees established and defined in these By-Laws may be abolished or altered only through the process of amendment of these By-Laws.

Both regular members and members on term appointments are eligible for election to the faculty seats on the committees as provided in this document and in the Standing Rules [as amended 1/23/2004]

Nomination of faculty members to these committees will be made by the Committee on Committees as provided for in the College Standing Rules.

Elected members of these committees may not serve consecutive full terms on the same committee.

These committees are elected by the faculty by mail ballot or any mechanism determined by the faculty in the College Standing Rules.

When a vacancy occurs on these committees during the academic year, the Committee on Committees will fill the vacancy.

**E. *Ex Officio* Members of Committees**

The dean, or dean's designee, is an *ex officio*, non-voting, member of all college committees except as otherwise specified.

**F. Elected Members of Decanal Search Committees**

Arts and Sciences faculty representatives on a decanal search committee shall be elected by the faculty by mail ballot or any mechanism determined by the faculty in the College Standing Rules. Nominations for the search committee shall be made by the Committee on Committees in accordance with its regular procedures.

**G. Faculty Grievance Committee**

**(1) Function and procedures**

To receive, hear, and make recommendations on formal grievances, in accordance with the procedures outlined in *The Redbook* 4.4, and informal proceedings regarding dismissal recommendations under *The Redbook* 4.5.

**(2) Composition**

Three faculty members and three alternates elected by the faculty at large. Members must be tenured regular members of the College who have completed three or more years of full-time work in the College. No chairperson is eligible for membership. Members serve staggered three-year terms.

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.

Members of the College or University Faculty Grievance Committee may not serve on the Personnel Committee.

## **H. Student Grievance Committee**

### **(1) Function and procedures**

To receive, hear, and make recommendations on formal grievances, in accordance with the procedures outlined in *The Redbook* 6.8.

### **(2) Composition**

Three faculty members and three alternates elected by the faculty at large. Members must be tenured regular members of the College who have completed three or more years of full-time work in the College. No chairperson is eligible for membership.

Members serve staggered three-year terms. 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

## **X. STRUCTURE OF THE COLLEGE OF ARTS AND SCIENCE**

### **A. Divisions**

In order to reflect the diversity of its faculty and the variety of its several departments and programs and for the sake of administrative convenience and of the orderly conduct of elections, the College has grouped its several departments and programs into divisions.

#### **(1) Structure and Function**

The full-time faculty of each division shall collectively be its governing body. They may establish committees or other appropriate machinery for transacting the business of the division, provided that the plan or organization results in one member of the division serving as chair. The chair is the responsible representative of the division to the Dean of the College. The authority of the divisional organization does not in any way limit the autonomy of the individual departments or program within that division.

#### **(2) Responsibilities of Divisional Chairpersons**

For divisions which offer academic programs, the chair shall prepare the annual budget; recommend personnel actions for persons whose primary appointments are in the division; recruit new members of the division in accordance with College personnel policy; administer policies established by the divisional faculty; staff divisional course offerings; develop the division's goals and mission statement; and perform other duties as established by the Redbook and College Personnel Policy. The chair of the division does not have executive powers over the chairs of faculty of departments or programs within that division.

The chair of divisions not offering academic programs shall administer policies established by the divisional faculty and carry out the applicable duties and responsibilities of chairpersons as established by the Redbook and College Personnel Policy.

#### **(3) Selection and Review of Divisional Chairpersons**

The chair shall have primary appointment with the division or one of its departments or programs. The divisional chair shall be elected by a process delineated in policies established by the divisional faculty and shall be reviewed by the process used to review department and program chairs.

**B. Departments and Programs**

The full-time faculty of each department shall collectively be its governing body. They may establish committees or other appropriate machinery for transacting the business of the department, provided that the plan or organization results in one member of the department serving as chair. The chair is the responsible representative to the Dean of the College.

**C. Responsibilities, Selection, and Review of Chairpersons**

The Chairpersons of the College shall be appointed and reviewed under the provisions of *The Redbook* 3.3.5. The duties and responsibilities of the chairpersons are enumerated in *The Redbook* 3.3.5.C

**XI. AMENDMENT**

- A. These By-Laws may be amended by the concurrence of two-thirds of the members of the Faculty Assembly, present and voting, provided that:
- B. A copy of the proposed amendment has been sent to each member of the Faculty before the meeting at which it is first considered
- C. The motion to amend the By-Laws is then tabled for at least one week; and
- D. The amendment is approved in accordance with the provisions of *The Redbook*.

**XII. ADOPTION**

These By-Laws shall become effective when approved by two-thirds of the members of the Faculty Assembly, present and voting, after consideration at a regularly scheduled meeting, and when approved in accordance with the provisions of *The Redbook*.