

Version Approved by Provost and A&S Parliamentarian June 8, 2010
Amendments approved November 23, 2011
Amendments approved May 28, 2012
Amendments approved May 13, 2014

**McMicken College of Arts and Sciences
University of Cincinnati**

Bylaws

I. Name

The organization for which these bylaws are created is the McMicken College of Arts and Sciences.

II. Purpose

The purpose of the bylaws is to create a governance structure to conduct the business of the college through its administrative officers, senate, councils, committees and faculty. Consistent with Board Rule 3361:50-01-03C, the faculty shall have governing authority via these bylaws to regulate the admission and exclusion of students, the courses of instruction to be offered, grading policy, recommendations for degrees, honors, and prizes, and such other matters as may be within its jurisdiction. A copy of these bylaws shall be available on the college website.

III. Membership

Following Board Rule 3361:50-01-03A, the faculty of the college shall consist of the president of the university, the senior vice president and provost, the dean, professors, associate professors, assistant professors, instructors, and others with academic or administrative rank as may be elected thereto by the faculty with the approval of the dean.

Voting members of the college faculty shall be those faculty members defined above whose primary faculty appointments are in the college and who also (a) are full-time employees of the University of Cincinnati or (b) meet criterion as AAUP-represented adjunct faculty.

IV. Divisions, Departments, Degree Programs, and Certificates

The divisions of the college are recognized for the sole purpose of ensuring equitable representation of faculty in governance. The three divisions are: the Humanities, the Social Sciences, and the Natural and Mathematical Sciences. Upon the adoption of these bylaws, academic units shall belong to the division to which they were currently assigned. New departments will be assigned to a division, or existing departments may change divisions, only with A&S Faculty Senate approval.

The departments of the college include any formally recognized subdivision of the college with a unit head and that grants one or more degrees or certificates. Each department shall have a department head or an acting department head at all times.

Each degree program shall have a program director or an acting program director at all times. Each certificate program shall have a coordinator or acting coordinator at all times.

Proposals for the creation of any instructional or research unit within the college that reports directly to the dean – including departments, degree programs, certificates, schools, institutes, or centers – shall be considered initially by the Undergraduate Directors Council or the Graduate Directors Council, or both, as appropriate. Proposals must subsequently be considered by the Heads Council so that they can consider the impact the program might have on college revenues

Version Approved by Provost and A&S Parliamentarian June 8, 2010

Amendments approved November 23, 2011

Amendments approved May 28, 2012

Amendments approved May 13, 2014

47 and expenses. Proposals then must also be approved by the senate.

48

49 Proposals for a new department or degree program must include (a) the name of the proposed
50 unit; (b) the goals of the new unit; (c) the need (student, institutional, or societal) for the proposed
51 unit; (d) a proposed curriculum; (e) specification of the prospective enrollment and target
52 population; (f) availability and adequacy of faculty and facilities to meet the needs of the proposed
53 unit; (g) additional resource needs; (h) prerequisites, if any, for admission to the proposed unit; and
54 (i) potential conflicts with existing departments or programs.

55

56 It may on occasion be necessary to consider the termination of a degree program, the suspension
57 of admissions to a degree program, the dissolution of an academic unit without loss of faculty
58 positions, or the merger or other major restructuring of two or more academic units. Such
59 potential changes in the college involve complex considerations involving both faculty
60 prerogatives and decanal prerogatives. Adequate communication and mutual respect are critically
61 important. Faculty Senate shall have the right to advise, aid and counsel the dean on such
62 occasions and shall be given sufficient time to do so.

63

64 **V. Administrative Officers**

65 The administrative officers of the college shall be the dean, associate deans, assistant deans,
66 department heads, assistant department heads, and the program directors.

67

68 **A. Dean of the College**

69 The dean is the administrative head and educational leader of the College. His or her
70 responsibilities are laid out in Board Rule 50-1-02. In addition, the dean shall provide to the
71 governance structures of the college that information required for them to function effectively.

72

73 The dean has the authority to appoint ad hoc committees and to appoint task forces after
74 consultation with the Faculty Senate Executive Committee and other appropriate standing
75 governance bodies. At the time of their formation, all such groups must be given a charge, a
76 deadline, procedural instructions, and notification of how their recommendations will be considered.
77 Such information shall be transmitted to Faculty Senate upon formation.

78

79 The dean will ordinarily be appointed for a five year term. The dean shall be appointed by the
80 Board of Trustees following a process laid out in Board Rule 10-6-02 and administered by the
81 senior vice president and provost. The three faculty members elected by the faculty shall
82 represent each of the three divisions of the college. The dean may be reappointed following the
83 procedures in that same rule.

84

85 The dean's office comprises the dean, associate deans, assistant deans, and all staff members who
86 report in line to the dean except through a department head.

87

88 **B. Department Heads**

89 The head is the administrative and educational leader of the department whose nomination,
90 appointment, responsibilities, performance review, and removal are laid out in the contract
91 between the University of Cincinnati and the UC Chapter of the American Association of

Version Approved by Provost and A&S Parliamentarian June 8, 2010

Amendments approved November 23, 2011

Amendments approved May 28, 2012

Amendments approved May 13, 2014

92 University Professors.

93

94 The department head will ordinarily be appointed for a five-year term. The head shall be
95 appointed by the Board of Trustees following a process laid out in Article 31 of the contract
96 between the University of Cincinnati and the UC Chapter of the American Association of
97 University Professors. The head may be reappointed following the procedures in that same rule.

98

99 The department head's office comprises the head, the assistant head, program directors, and any
100 staff members who report in line to the head.

101

102 **C. Associate and Assistant Deans**

103 Associate and assistant deans are appointed by the dean and serve at the pleasure of the dean.

104 They may carry out any administrative function delegated to them by the dean.

105

106 **D. Assistant Heads and Program Directors**

107 Assistant heads and program directors are appointed by the head and serve at the pleasure of the
108 head. They may carry out any administrative function delegated to them by the head.

109

110 **VI. Faculty Evaluations of Dean and Department Heads**

111 The faculty of the college shall have opportunity to make assessments of the performance of the
112 dean on not less than an annual basis, using procedures designed and administered by the senate.

113 The senate shall summarize these assessments and share them with the faculty of the college, the
114 councils of the college, the dean, and the provost.

115

116 The faculty of each department shall have the opportunity to make assessments of the job
117 performance of their head on not less than an annual basis. Faculties of departments shall have
118 the option of using procedures designed by the senate or using their own. Faculties shall have the
119 option of having the assessment administered by the senate or conducting it themselves. These
120 assessments shall be shared with the faculty of the unit, the department head, and the dean.

121

122 **VII. The Faculty Senate**

123 Unless otherwise provided in these bylaws or unless the senate decides by a two-thirds majority to
124 refer an issue to the membership, the Senate shall be the primary legislative body of the College
125 exercising governance authority over academic programs and policies allowed by the rules of the
126 University of Cincinnati and the current UC/AAUP Collective Bargaining Agreement.

127

128 The membership of the senate shall be constituted as follows:

129

130 • By April 30th in even numbered years A&S faculty will elect a President to serve a two
131 year term as presiding officer of the Senate.

132

133 • Each council recognized in these bylaws shall have a chair who shall serve on the senate
134 ex-officio. These chairs shall have the option of appointing a representative to serve in
135 their place. Such a replacement appointment must be made by April 30th. If any council
136 representative resigns from his or her position, or is unable to continue fulfilling this

137 obligation, the council shall appoint a replacement.

138

139 • One member shall be elected from each department by the faculty of the department.
140 Departments shall have the option of foregoing having a representative serve on the
141 senate. These departmental elections must be completed by April 30th.

142

143 • Each division shall elect two at-large members. Nominations shall be solicited by May
144 10th. Elections shall be completed by May 20th. If a head or director has already been
145 appointed to the senate by virtue of council membership, no nominations for an at-large
146 seat will be accepted from that department. If the two highest vote getters are from the
147 same department, the second highest vote-getter shall be passed over to ensure that the
148 senate never contains more than two candidates from the same department unless the
149 three steps immediately above produce such a result.

150 • By May 31st, the current Executive Committee of the senate shall survey its projected
151 membership for the next academic year and identify areas of under-representation
152 based on rank, tenure status, race, and gender. The committee will as needed appoint
153 zero to four faculty members to ameliorate specific representational concerns.

154

155 The voting procedures shall be overseen by the senate's Committee on Committees, except in the
156 initial year of these bylaws, when voting procedures shall be overseen by a committee of five
157 heads elected by the currently serving department heads. The Committee on Committees (or,
158 during the initial year of these bylaws, the committee of heads) shall have the authority to adjust
159 nomination, appointment, and election dates as necessary to take account of unusual
160 circumstances.

161

162 All officers of the senate must be elected by a simple majority of the senate membership. In the
163 event that no candidate for a position earns a majority, the group overseeing the election shall
164 prepare additional rounds of balloting for the undecided slots, and shall have sole discretion in
165 deciding how many candidates are on subsequent ballots.

166

167 Elected senators shall be elected for three-year terms (except in the initial year of this system,
168 when one-third of the new members will have three-year terms, one-third will have two-year
169 terms, and one-third will have one-year terms). Members may stand to be re-elected for additional
170 terms.

171

172 Except that members shall be excused from attendance during sabbaticals, members are expected
173 to attend no less than 75% of the meetings in a given year or be removed automatically from
174 membership in the senate. A seat empty by virtue of resignation or removal may be refilled if the
175 academic unit chooses to conduct a mid-term election for the remainder of the member's term.

176

177 The senate shall meet monthly during the academic year (i.e., all year minus the summer term).

178 The senate may meet during the summer if the Executive Committee deems such meetings

179 necessary.

180

181 The senate officers shall include a President, a Vice President, a Secretary and such other officers

Version Approved by Provost and A&S Parliamentarian June 8, 2010

Amendments approved November 23, 2011

Amendments approved May 28, 2012

Amendments approved May 13, 2014

182 as the senate shall decide are necessary. Except for the President, officers shall be elected from
183 among the members to serve during the coming year. Elections shall be held before June 15th.
184 Officers may be re-elected at the end of their terms.

185
186 The dean's office shall provide a recording secretary and staff support to ensure that agendas are
187 emailed to the faculty at least a week before each meeting and that minutes are posted to the A&S
188 web site in a timely fashion.

189
190 The proceedings of the faculty senate shall be governed by rules contained in the most recent
191 revised edition of Robert's Rules of Order. The President shall appoint a Parliamentarian whose
192 duty it shall be to ensure that these bylaws are adhered to in the conduct of meetings. The
193 Parliamentarian shall serve at the pleasure of the President.

194
195 A simple majority of the senate membership shall constitute a quorum. A simple majority of
196 those present is necessary for a motion to pass, except that a two-thirds majority of those present
197 must vote to permit a motion to be considered for any item that is not on the published agenda.

198
199 Meetings of the senate and its committees are open. The dean shall be given time to make a
200 presentation at each meeting, as shall representatives of the three councils.

201
202 Periodically, the senate shall consider recommendations from the dean for the granting of degrees.

203
204 The senate has the authority to elect ad hoc committees from its members and to appoint task
205 forces that may include senators as well as members of the college who are not senators. At the time
206 of their formation, all such groups must be given a charge, a deadline, procedural instructions, and
207 notification of how their recommendations will be considered.

208
209 The senate shall have six standing committees. Committee members will serve one-year terms,
210 with additional terms possible. Members who do not serve on committees ex-officio shall be
211 elected by a vote of the senate at its first meeting. Unless stated otherwise, each committee shall
212 elect a chair at its first meeting of the academic year. With one exception – the Student Appeals
213 Committee, which shall operate autonomously – any motion passed by the senate's standing
214 committees must be submitted as a proposal to the senate.

215
216 **A. Executive Committee**

217 The Executive Committee shall consist of the senate president, vice president, secretary, council
218 representatives, and senate committee chairs. In addition, the dean shall be invited to all meetings of
219 the committee as a non-voting member, and shall have the option of sending a representative. The
220 A&S senators who serve on the University Faculty Senate shall be invited to all meetings of the
221 committee as non-voting members.

222
223 The committee's sole responsibility is to coordinate the agenda of the various councils and senate
224 committees. The committee shall be chaired by the senate president. The committee meets at the
225 discretion of the president or by demand of at least half the members. The committee may conduct
226 as much of its business as it chooses in an ad hoc fashion, with the caveat that the president must

227 maintain a written record of all committee decisions, and report these at each senate meeting.

228

229

B. Academic Program Review Committee

230 This committee shall consist of three representatives selected by the Heads Council, the Graduate
231 Directors Council, and the Undergraduate Directors Council. Each of these councils should
232 appoint their representatives choosing one from each of the three divisions. The committee is
233 responsible for policies and procedures governing academic program reviews in the college
234 insofar as those policies are not established by the Graduate School. Every academic program in
235 the college shall undergo full review not less frequently than once every eight years. The
236 committee shall review the department's self-study and the outside reviews of each program in
237 the college and produce an executive summary that will contextualize and evaluate this material.
238 This document will be forwarded to the Graduate School and to the A&S College to accompany
239 the review material and shall be made available to the faculty of the college. This committee may
240 be charged with additional responsibilities by the Executive Committee.

241

242

C. Faculty Affairs Committee

243 This committee shall consist of three representatives from each division. This committee is
244 responsible for reviewing and commenting on college hiring plans and for reviewing college
245 funding priorities. This committee is also responsible for annual evaluations of the dean and
246 department heads (see Article VI), and as a consequence of this, no senator who is a department
247 head may serve on this committee. This committee may be charged with additional
248 responsibilities by the Executive Committee.

249

250

D. Governance Committee

251 The committee shall include three members, one from each division, and two members
252 appointed by the president. The dean shall serve ex officio as a non-voting member and may send
253 a representative. The committee will advise the dean on governance issues and promote faculty
254 governance throughout the college. This committee may be charged with additional
255 responsibilities by the Executive Committee.

256

257

E. Research and Scholarship Committee

258 The committee shall include six members, two from each division. The committee will meet as
259 needed to advise the dean on the promotion of scholarship and research within the college. This
260 committee may be charged with additional responsibilities by the Executive Committee.

261

262

F. Committee on Committees

263 This committee shall consist of one representative from each division. This committee is
264 responsible for all college and senate elections, from soliciting of nominations to certifying the votes
265 to ensuring that the voting procedures ensure proper security and anonymity. In April of each year,
266 the committee will conduct college wide voting to elect a representative of the faculty to serve a
267 two-year term on the All University Faculty Senate. Nothing in these bylaws shall be interpreted as
268 forbidding the use of electronic voting.

269

VIII. The Heads Council

270 The Heads Council shall advise and assist the dean on implementing the recommendations of the
271

Version Approved by Provost and A&S Parliamentarian June 8, 2010

Amendments approved November 23, 2011

Amendments approved May 28, 2012

Amendments approved May 13, 2014

272 senate and on undertaking initiatives of the dean's office. The council shall consist of the dean, the
273 associate deans, and the department heads. The president of the senate or his or her designee shall
274 serve ex officio.

275

276 The council shall meet monthly during the academic year. At its March meeting, the council shall
277 elect Heads to serve for the upcoming academic year as Chair and Vice Chair. In consultation
278 with members of Heads Council and the Dean, the Chair shall prepare an agenda for each
279 meeting. The Vice Chair will chair meetings when the Chair is unavailable.

280

281 Heads' Council is responsible for reviewing and commenting on departmental hiring plans
282 submitted to the dean's office and for reviewing college funding priorities. Heads' Council will
283 communicate its input on hiring and funding to Faculty Senate via its representative.

284

285 The dean's office shall provide a recording secretary and staff support to ensure that agendas are
286 emailed to members at least a week before each meeting and that minutes are posted to the
287 college web site in a timely fashion. Meetings of the council are open.

288

289 The council shall have one standing committee: The Budget and Planning Advisory Committee.
290 Members shall be elected by a vote of the council members by May 31st. The committee shall
291 elect a chair at its first meeting of the academic year. Any motions passed by the committee must
292 be submitted as proposals to the council. The committee shall include six members, elected for
293 one-year terms by and from the council, two from each division. The dean will either chair the
294 committee or designate a chair. The committee will meet as needed to advise the dean on
295 resource allocation and long-range college planning. The committee will advise the dean on the
296 format of annual department reports (see Article XI).

297

298 **IX. The Undergraduate Directors Council**

299 The Undergraduate Directors Council shall advise and assist the dean on implementing the
300 recommendations of the senate and on undertaking initiatives of the dean's office. It shall consist of
301 the Director of Undergraduate Studies from each department of the college and one student
302 chosen annually by the A&S Tribunal. An associate dean and such staff of the dean's office as
303 shall be recommended by the chair of the council will be non-voting members.

304

305 By May 31st of alternating years, the council shall elect faculty members to serve for two years as
306 Chair or Vice Chair. The chair shall prepare and circulate an agenda prior to each meeting. The
307 chair shall prepare and circulate an agenda prior to each meeting.

308

309 The council shall meet at least monthly during the academic year and as determined by the chair
310 during the summer term.

311

312 The dean's office shall provide a recording secretary and staff support to ensure that agendas are
313 emailed to members at least a week before each meeting and that minutes are posted to the
314 college web site in a timely fashion. Meetings of the council are open.

315

316 The council is responsible for considering and recommending changes as necessary in policies and

Version Approved by Provost and A&S Parliamentarian June 8, 2010

Amendments approved November 23, 2011

Amendments approved May 28, 2012

Amendments approved May 13, 2014

317 procedures governing all undergraduate programs in the college, including college-level review of
318 new and revised undergraduate programs and policies.

319
320 The council shall take deliberative and advisory action and make recommendations as appropriate
321 to the dean and the senate upon all proposals for the creation and review of new undergraduate
322 programs as described in Article IV. The council shall also review and approve all new
323 undergraduate courses in the college using a method developed and codified by the council.

324
325 The chair has the authority to appoint ad hoc committees of the council and to appoint task forces
326 that would include members of the college who are not council members. At the time of their
327 formation, all such groups must be given a charge, a deadline, procedural instructions, and
328 notification of how their recommendations will be considered.

329
330 Elections for council members to membership on council committees shall be held at the
331 council's first meeting of the year. Seats on the committees reserved for members of the Student
332 Affairs and Advising staff shall be filled by appointment of the chair, who shall consult in this
333 matter with the Associate Dean for Undergraduate Affairs. Seats on the committees reserved for
334 students shall be filled by the A&S Tribunal.

335

336

337

A. Undergraduate Student Appeals

338 This committee shall include one representative from each division of the college and a staff
339 member. Undergraduate student petitions concerning college degree requirements, probation,
340 suspension, and dismissal shall be considered and decided by an assistant dean, whose decisions
341 are based on the spirit and the letter of college rules and requirements, and are not subject to
342 appeal or reversal. The Undergraduate Student Appeals Committee shall be consulted in
343 situations where there is no precedent or some extra latitude is being considered.

344

345

B. UG Curriculum Committee

346 This committee shall include two representatives from each division of the college and two staff
347 members. The committee may participate in the approval of new courses and programs,
348 according to the procedure developed by the council. The committee will establish academic
349 guidelines for the review of interdisciplinary courses (i.e., those not proposed and approved by
350 the faculty of an academic department). The committee will deliberate and recommend to the
351 senate guidelines for the classification of A&S courses as fulfilling General Education Breadth of
352 Knowledge requirements. This committee shall consider and either approve or deny all Bachelor
353 of Interdisciplinary Studies proposals. The committee shall periodically review reports from the
354 advising staff on the status of candidates for the degree of Bachelor of Liberal Arts. The chair of
355 the committee will present regular reports at the scheduled council meetings.

356

357

C. Disciplinary Committee

358 The committee shall include two students and two representatives from each division of the
359 college. This committee serves as a pool from which members of a College Hearing Panel can be
360 drawn. The College Conduct Administrator (CCA) handles cases of academic misconduct and
361 will chair the committee. The CCA will follow the university procedures when a faculty member

362 alleges academic misconduct, keep appropriate records, convene a College Hearing Panel if
363 necessary, and communicate the outcome of disciplinary complaints to the dean. This panel must
364 include the CCA, one faculty member, and one student, all of whom are selected from the
365 Disciplinary Committee.

366

367 **D. College Grievance Review Committee**

368 This committee shall be selected to create a pool of six faculty members (two from each division)
369 for three-year staggered terms, and a pool of four undergraduate students. This committee assists
370 the appropriate associate dean in the resolution of student grievances against A&S faculty. The
371 committee follows the University's Student Grievance Procedures.

372

373

374 **E. Scholarships and Awards Committee**

374 This committee determines scholarship and award criteria, solicits nominees for awards, and
375 selects recipients of College scholarship monies. It shall consist of one representative from each
376 division and a staff member.

377

378 **X. The Graduate Directors Council**

379 The Graduate Directors Council shall advise and assist the dean on implementing the
380 recommendations of the senate and on undertaking initiatives of the dean's office. It shall consist of
381 the Director of Graduate Studies from each department of the college and one graduate student.
382 The executive council of the Graduate Directors Council will solicit nominations and select a
383 graduate student representative. The dean will appoint an associate dean as a non-voting member.

384

385 The council is responsible for considering and recommending changes as necessary in policies and
386 procedures governing all graduate programs in the college, including college-level review of new and
387 revised graduate programs and policies. It shall review and approve all courses at the 6000 level and
388 above. The scope of the council includes giving guidance to the dean and to the departments, as
389 needed, concerning oversight of policies that guide the graduate programs of the college.
390 Specifically, the council may make recommendations on matters included but not limited to:
391 graduate student recruitment and admission; graduate student stipends and scholarships; and
392 graduate student workloads.

393

394 By May 31st of alternating years, the council shall elect a faculty member to serve as Vice Chair
395 and then a second year as Chair. The chair shall prepare and circulate an agenda prior to each
396 meeting.

397

398 The dean's office shall provide a recording secretary and staff support to ensure that agendas are
399 emailed to members at least a week before each meeting and that minutes are posted to the
400 college web site in a timely fashion. Meetings of the council are open.

401

402 The council shall elect one member from each division to serve on the University Graduate
403 Council.

404

405 The council shall have an Executive Committee, which shall consist of two members from each
406 division, the graduate student member, and the associate dean. The chair and vice-chair of the

Version Approved by Provost and A&S Parliamentarian June 8, 2010

Amendments approved November 23, 2011

Amendments approved May 28, 2012

Amendments approved May 13, 2014

407 council shall serve on the Executive Committee, and shall count as representatives of their
408 divisions. All other faculty members shall be elected by the council. Most items to be considered
409 by the council will ordinarily be considered initially by the committee, which shall meet at least
410 once a month during the academic year and during the summer as the chair deems necessary. At
411 least once a term, the committee will report on its work to a meeting of the entire council, but the
412 committee shall consult in an ad hoc fashion with the council as needed.

413

414 The chair has the authority to appoint ad hoc committees of the council and to appoint task forces
415 that would include members of the college who are not council members. At the time of their
416 formation, all such groups must be given a charge, a deadline, procedural instructions, and
417 notification of how their recommendations will be considered.

418

419 The council shall take deliberative and advisory action and make recommendations as appropriate
420 to the dean and the senate upon all proposals for the creation and review of new graduate
421 programs as described in Article IV.

422

423 **XI. Annual Reports**

424 Each department shall prepare an annual report that will be submitted to the dean by August 31st.

425 The report will include standardized data prepared by the dean's office and provided to the
426 departments by July 31st. The report will also include summaries of each department's
427 accomplishments during the previous year. These reports shall form the basis for the deans' annual
428 report to the college (see Article XIII).

429

430 **XII. College-wide RPT Committee**

431 The purpose of a college-wide RPT committee is to assess the sufficiency of the dossier and the
432 conformity of the review process to established criteria and procedures for faculty in McMicken
433 College of Arts and Science who are candidates for reappointment, promotion, or tenure.

434

435 The committee will receive and review files of candidates and will write a letter of recommendation
436 to the dean. The candidate will receive a copy of the letter and will have the opportunity to respond
437 to the committee's letter in writing within 14 days receipt of the committee's letter.

438

439 **A. Committee Composition**

440 The committee shall have nine members. All must be tenured members of the bargaining unit and
441 not currently serving as an academic unit head. Three faculty members shall be elected from each of
442 the three divisions of the college. The committee shall have no more than one member from any
443 department. The committee will elect its own chair each year.

444

445 **B. Term of Committee Service**

446 Elected committee members shall serve three-year terms. Terms will be rotated so that one-third of
447 the committee will be elected each year. Should a committee member be unable to complete a term,
448 the position shall be added to the list of positions to be filled at the time of the next election.

449

450 **C. Procedure for Election of Committee Members**

451 There shall be a two-step voting procedure to elect members of the committee. The senate's

Version Approved by Provost and A&S Parliamentarian June 8, 2010

Amendments approved November 23, 2011

Amendments approved May 28, 2012

Amendments approved May 13, 2014

452 Committee on Committees will oversee the voting. Starting in 2011-12, elections will be held in the
453 Fall.

454

455 First, all tenured faculty who are members of the bargaining unit in the college shall be considered
456 for selection except that a faculty member must be off the committee for six years before he or she
457 can be on the ballot for the committee again. The college shall draw up three lists of eligible faculty
458 from each division. These first step ballots will be sent to the faculty in the respective divisions.
459 Faculty will vote for up to nine people from their division.

460

461 Second, the three faculty members receiving the highest number of votes in each of the three
462 divisions shall be placed on the final ballot. If two faculty members from the same department are
463 elected in the first round balloting, the faculty member receiving the highest number of votes shall
464 be placed on the ballot, and the faculty member receiving the next highest number of votes in
465 another department shall be placed on the ballot. All faculty in the college shall receive the second
466 ballot. Faculty will vote for three persons to be elected, unless an unexpected vacancy occurs. The
467 person receiving the highest number of votes in each division will be elected to serve on the
468 committee.

469

470 **D. Exceptions to Final Ballot**

471 Faculty who, during the term of office, (1) expect to be on leave, (2) anticipate retiring, or (3) plan to
472 come up for promotion during the term of consideration shall be excused from service and excluded
473 from the second ballot if they choose. In addition, faculty may not serve on the committee if they
474 are being reviewed for promotion.

475

476 **E. Guidelines and Procedures of Committee Operation:**

477 At its discretion the RPT Committee may decide to create subcommittees to review the
478 reappointment, promotion, and tenure files of faculty. The subcommittee shall forward the file and
479 its recommendation to the full committee for a final vote.

480

481 The committee shall use the departmental RPT criteria of the faculty member being reviewed when
482 evaluating a candidate's file.

483

484 When the file of a faculty member from a committee member's department is being reviewed, that
485 committee member need not recuse him or herself from the discussion of and the vote on the
486 candidate unless he or she also served on the academic unit RPT committee.

487

488 The deliberations of the subcommittee and the vote of the full committee shall be reported in the
489 letter that goes forward with the faculty member's file to the dean.

490

491 The subcommittee will write the initial draft of the recommendation letter and the full committee
492 shall review, modify, and approve, as necessary, the final letter that goes forward as part of their
493 deliberations and vote.

494

495 Two-thirds of the full committee, excluding seats empty for such reasons as recusal, constitutes a
496 quorum for deliberations and voting.

Version Approved by Provost and A&S Parliamentarian June 8, 2010

Amendments approved November 23, 2011

Amendments approved May 28, 2012

Amendments approved May 13, 2014

497

498

F. Consultation with Senate

499

While the College-wide RPT Committee is independent of the senate, representatives of the committee whose service will continue into the next academic year shall meet each spring, after their work for the year has been completed, for discussions with the senate's Executive Committee about ways in which RPT process and procedures in the college might be improved.

503

504

XIII. College Faculty Meetings

505

The dean may convene meetings of the faculty at will, but no less often than once each academic year, in the autumn, at which time the dean shall report to the faculty on the state of the college.

507

508

Any member of the college may convene a meeting of the faculty with signatures of no fewer than 40 members of the faculty.

510

511

Regardless of who calls a meeting, all meetings must be scheduled at least 14 days in advance.

512

513

While the faculty, in their meetings, may vote by a simple majority of those present to refer a motion to the senate, the faculty at its meeting cannot approve motions for action.

515

516

XIV. Bylaws and Revisions of Bylaws

517

Amendments to these bylaws may be requested by the dean or proposed in writing by any voting member of the faculty at a regularly scheduled meeting of the senate or the college faculty and shall be voted upon at after the next such senate meeting by referral to a college faculty meeting or to the membership for a vote. Amendments shall be approved by a two-thirds majority of those senators present and voting at a college faculty meeting or a two-thirds majority of the votes of the membership. In accord with University Rule 3361:10-5-05 amendments must be approved by the Senior Vice President and Provost before they become effective.

524