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

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

V. Administrative Officers

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

A. Dean of the College

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

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

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

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

B. Department Heads

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

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

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

**C. Associate and Assistant Deans**

Associate and assistant deans are appointed by the dean and serve at the pleasure of the dean. They may carry out any administrative function delegated to them by the dean.

**D. Assistant Heads and Program Directors**

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

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

The faculty of the college shall have opportunity to make assessments of the performance of the dean on not less than an annual basis, using procedures designed and administered by the senate. The senate shall summarize these assessments and share them with the faculty of the college, the councils of the college, the dean, and the provost.

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

**VII. The Faculty Senate**

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

The membership of the senate shall be constituted as follows:

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

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

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

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

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

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

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

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

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

The senate shall meet monthly during the academic year (i.e., all year minus the summer term). The senate may meet during the summer if the Executive Committee deems such meetings necessary.

The senate officers shall include a President, a Vice President, a Secretary and such other officers
as the senate shall decide are necessary. Except for the President, officers shall be elected from
among the members to serve during the coming year. Elections shall be held before June 15th.
Officers may be re-elected at the end of their terms.

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

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

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

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

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

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

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

A. Executive Committee

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

The committee’s sole responsibility is to coordinate the agenda of the various councils and senate
committees. The committee shall be chaired by the senate president. The committee meets at the
discretion of the president or by demand of at least half the members. The committee may conduct
as much of its business as it chooses in an ad hoc fashion, with the caveat that the president must
maintain a written record of all committee decisions, and report these at each senate meeting.

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

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

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

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

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

VIII. The Heads Council
The Heads Council shall advise and assist the dean on implementing the recommendations of the
senate and on undertaking initiatives of the dean’s office. The council shall consist of the dean, the
associate deans, and the department heads. The president of the senate or his or her designee shall
serve ex officio.

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

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

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

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

IX. The Undergraduate Directors Council

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

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

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

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

The council is responsible for considering and recommending changes as necessary in policies and
procedures governing all undergraduate programs in the college, including college-level review of
new and revised undergraduate programs and policies.

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

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

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

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

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

C. Disciplinary Committee
The committee shall include two students and two representatives from each division of the
college. This committee serves as a pool from which members of a College Hearing Panel can be
drawn. The College Conduct Administrator (CCA) handles cases of academic misconduct and
will chair the committee. The CCA will follow the university procedures when a faculty member
alleges academic misconduct, keep appropriate records, convene a College Hearing Panel if necessary, and communicate the outcome of disciplinary complaints to the dean. This panel must include the CCA, one faculty member, and one student, all of whom are selected from the Disciplinary Committee.

D. College Grievance Review Committee

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

E. Scholarships and Awards Committee

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

X. The Graduate Directors Council

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

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

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

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

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

The council shall have an Executive Committee, which shall consist of two members from each division, the graduate student member, and the associate dean. The chair and vice-chair of the
council shall serve on the Executive Committee, and shall count as representatives of their divisions. All other faculty members shall be elected by the council. Most items to be considered by the council will ordinarily be considered initially by the committee, which shall meet at least once a month during the academic year and during the summer as the chair deems necessary. At least once a term, the committee will report on its work to a meeting of the entire council, but the committee shall consult in an ad hoc fashion with the council as needed.

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

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

XI. **Annual Reports**

Each department shall prepare an annual report that will be submitted to the dean by August 31st. The report will include standardized data prepared by the dean’s office and provided to the departments by July 31st. The report will also include summaries of each department’s accomplishments during the previous year. These reports shall be the basis for the deans’ annual report to the college (see Article XIII).

XII. **College-wide RPT Committee**

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

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

**A. Committee Composition**

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

**B. Term of Committee Service**

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

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

There shall be a two-step voting procedure to elect members of the committee. The senate’s
Committee on Committees will oversee the voting. Starting in 2011-12, elections will be held in the Fall.

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

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

D. Exceptions to Final Ballot

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

E. Guidelines and Procedures of Committee Operation:

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

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

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

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

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

Two-thirds of the full committee, excluding seats empty for such reasons as recusal, constitutes a quorum for deliberations and voting.
F. Consultation with Senate

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.

XIII. College Faculty Meetings

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.

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

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

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.

XIV. Bylaws and Revisions of Bylaws

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.