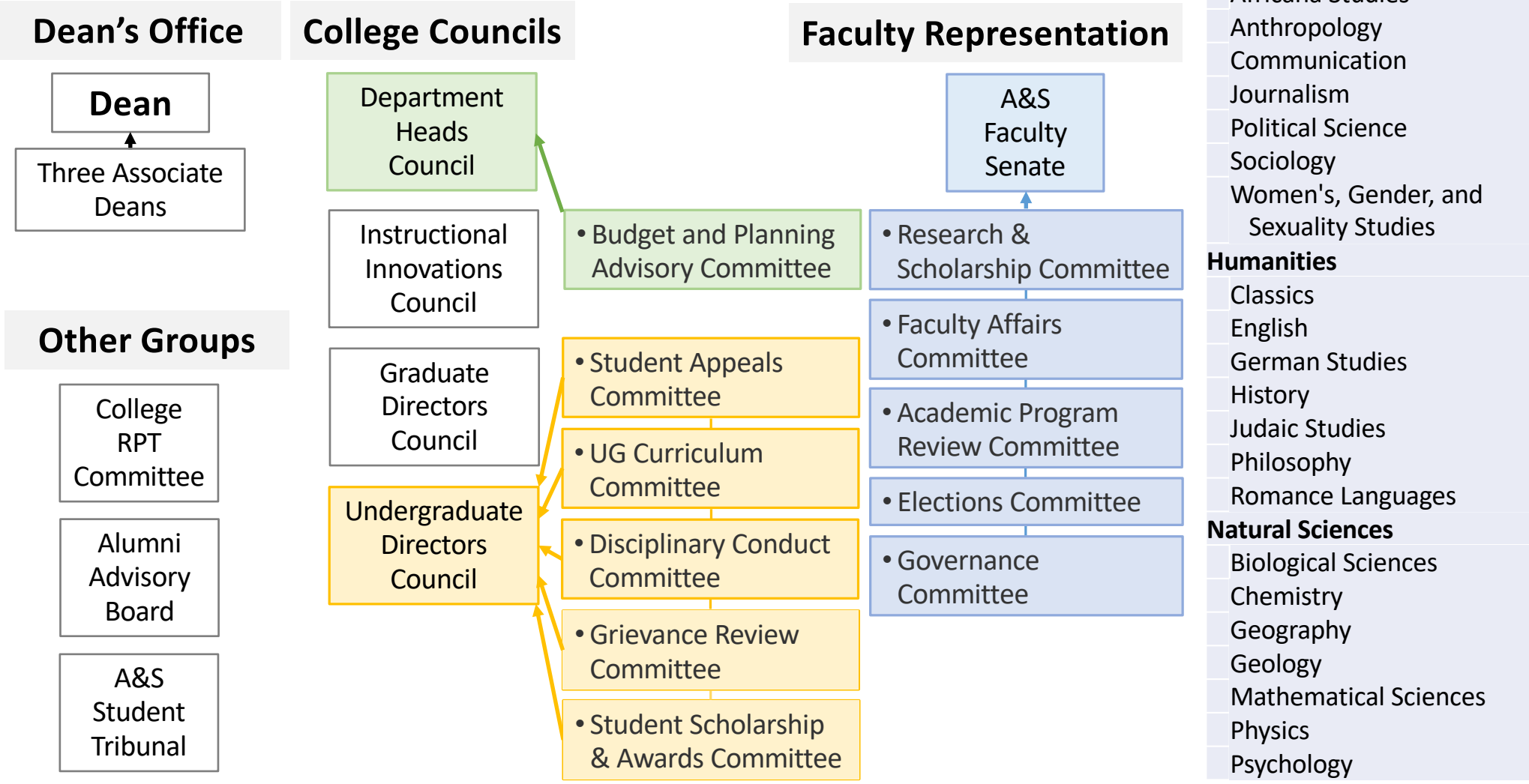


# A&S Governance Structure



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**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

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44 centers – shall be considered initially by the Undergraduate Directors Council or the Graduate  
45 Directors Council, or both, as appropriate. Proposals must subsequently be considered by the  
46 Heads Council so that they can consider the impact the program might have on college revenues  
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 tasks 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.

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**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:

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- By April 15 of 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, elected by April 15, 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 30<sup>th</sup>. 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 30<sup>th</sup>.
  - Each division shall elect two at-large members. Nominations shall be solicited by April 1<sup>st</sup>. Elections shall be completed by April 15<sup>th</sup>. 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 July 31<sup>st</sup>, 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.

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.

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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  
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 15<sup>th</sup>.  
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. Unless stated otherwise, committee members will  
210 serve one-year terms, with additional terms possible. Unless stated otherwise, members who do  
211 not serve on committees ex-officio shall be elected by a vote of the senate at its first meeting.  
212 Unless stated otherwise, each committee shall elect a chair at its first meeting of the academic  
213 year. Any motion passed by the senate's standing committees must be submitted as a proposal to  
214 the senate.

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**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, three representatives selected by the Graduate Directors Council, and three representatives selected by the Undergraduate Directors Council. Each of these councils shall appoint their representatives by April 15, choosing one from each of the three divisions. Representatives shall serve for a 2-year term, with additional terms possible. It shall be the responsibility of the councils working together to ensure that at least four members of the nine-member committee have completed one or more years of prior service on this committee. 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

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258 governance throughout the college. This committee may be charged with additional  
259 responsibilities by the Executive Committee.

260

261 **E. Research and Scholarship Committee**

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

265

266

267 **F. Committee on Elections**

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

273

274

274 **VIII. The Heads Council**

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

279

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

284

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

288

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

292

293 The council shall have one standing committee: The Budget and Planning Advisory Committee.  
294 Members shall be elected by a vote of the council members by April 15<sup>th</sup>. The committee shall  
295 elect a chair at its first meeting of the academic year. Any motions passed by the committee must  
296 be submitted as proposals to the council. The committee shall include six members, elected for  
297 one-year terms by and from the council, two from each division. The dean will either chair the  
298 committee or designate a chair. The committee will meet as needed to advise the dean on  
299 resource allocation and long-range college planning. The committee will advise the dean on the  
300 format of annual department reports (see Article XI).



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**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 April 15<sup>th</sup> 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 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.

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,

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344 suspension, and dismissal shall be considered and decided by an assistant dean, whose decisions are  
345 based on the spirit and the letter of college rules and requirements, and are not subject to appeal or  
346 reversal. The Undergraduate Student Appeals Committee shall be consulted in situations where  
347 there is no precedent or some extra latitude is being considered.  
348

348

349 **B. UG Curriculum Committee**

350 This committee shall include two representatives from each division of the college and two staff  
351 members. The committee may participate in the approval of new courses and programs, according  
352 to the procedure developed by the council. The committee will establish academic guidelines for  
353 the review of interdisciplinary courses (i.e., those not proposed and approved by the faculty of an  
354 academic department). The committee will deliberate and recommend to the senate guidelines for  
355 the classification of A&S courses as fulfilling General Education Breadth of Knowledge  
356 requirements. This committee shall consider and either approve or deny all Bachelor of  
357 Interdisciplinary Studies proposals. The committee shall periodically review reports from the  
358 advising staff on the status of candidates for the degree of Bachelor of Liberal Arts. The chair of  
359 the committee will present regular reports at the scheduled council meetings.  
360

360

361 **C. Disciplinary Committee**

362 The committee shall include two students and two representatives from each division of the college.  
363 This committee serves as a pool from which members of a College Hearing Panel can be drawn.  
364 The College Conduct Administrator (CCA) handles cases of academic misconduct and will chair  
365 the committee. The CCA will follow the university procedures when a faculty member alleges  
366 academic misconduct, keep appropriate records, convene a College Hearing Panel if necessary, and  
367 communicate the outcome of disciplinary complaints to the dean. This panel must include the CCA,  
368 one faculty member, and one student, all of whom are selected from the Disciplinary Committee.  
369

369

370 **D. College Grievance Review Committee**

371 This committee shall be selected to create a pool of six faculty members (two from each division)  
372 for three-year staggered terms, and a pool of four undergraduate students. This committee assists  
373 the appropriate associate dean in the resolution of student grievances against A&S faculty. The  
374 committee follows the University's Student Grievance Procedures.  
375

375

376

376 **E. Scholarships and Awards Committee**

377 This committee determines scholarship and award criteria, solicits nominees for awards, and selects  
378 recipients of College scholarship monies. It shall consist of one representative from each division  
379 and a staff member.  
380

380

381 **X. The Graduate Directors Council**

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

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

396

397 By April 15<sup>th</sup> of alternating years, the council shall elect a faculty member to serve as Vice Chair  
398 and then a second year as Chair. The chair shall prepare and circulate an agenda prior to each  
399 meeting.

400

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

404

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

407

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

416

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

421

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

425

#### 426 **XI. Annual Reports**

427 Each department shall prepare an annual report that will be submitted to the dean by August 31<sup>st</sup>.

428 The report will include standardized data prepared by the dean's office and provided to the  
429 departments by July 31<sup>st</sup>. The report will also include summaries of each department's

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430 accomplishments during the previous year. These reports shall for the basis for the deans' annual  
431 report to the college (see Article XIII).

432

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

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

437

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

441

442 **A. Committee Composition**

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

447

448 **B. Term of Committee Service**

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

452

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

454 There shall be a two-step voting procedure to elect members of the committee. The senate's  
455 Committee on Elections will oversee the voting. Starting in 2011-12, elections will be held in the  
456 Fall. The faculty will elect the RPT Committee by Oct. 30.

457

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

463

464 Second, faculty members receiving the highest number of votes in each of the three divisions shall  
465 be placed on the final ballot. The number of faculty members selected will be three times the  
466 number of faculty members who need to be placed on the RPT committee in a given year. If two or  
467 more faculty members from the same department are elected in the first round balloting, the faculty  
468 member receiving the highest number of votes shall be placed on the ballot, and the faculty member  
469 receiving the next highest number of votes in another department shall be placed on the ballot. All  
470 faculty in the college shall receive the second ballot. Faculty will vote for three persons to be elected,  
471 unless an unexpected vacancy occurs. The person receiving the highest number of votes in each  
472 division will be elected to serve on the committee.

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In the case of a tie, a random selection will be made, using a process approved by the A&S Senate.

**D. Exceptions to Final Ballot**

Faculty who, during the first year of the term of office under consideration, (1) expect to be on leave, (2) anticipate retiring, or (3) plan to come up for promotion 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.

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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. College-wide Faculty Development Committee**

The Faculty Development committee will assemble when necessary to distribute faculty development funds. The committee will receive and review proposals, which are crafted according to guidelines developed by committee members and distributed by the Dean’s office.

**A. Committee Composition**

The committee shall have three members appointed by the administration and three members elected from the A&S faculty. The committee shall have at least one member from each division and no more than one member from any department.

**B. Term of Committee Service**

Elected committee members shall serve a one-year term. Should a committee member be unable to complete a term, the nominated candidate who received the fourth highest number of votes shall fulfill the vacancy. If a candidate is not available, a new election will be held to fill the vacancy.

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

There shall be a single round of election. The chair of the Committee on Elections will solicit nominations from the entire A&S faculty. The nominees will be placed on the ballot. All A&S faculty will vote, with one vote for three candidates and additional votes, if necessary, that will match the number of candidates beyond three. Candidates receiving the highest number of votes will be elected. If one or more candidates are from the same department, the candidate from this pool who received the highest number of votes will serve. The senate’s Committee on Elections will oversee the voting. The elections will be held in the fall or spring, depending on when the committee meets.

**XV. Instructional Innovations Advisory Council**

The Instructional Innovations Advisory Council [iiAC] shall consist of two or more representatives from each division, selected via a process administered by the Heads Council, no later than April of each year. These members shall be chosen on the basis of their teaching excellence and expertise in at least one aspect of innovative instruction. Self-nominations to department heads are acceptable. The council shall also include the Information Technology (IT)/Instructional Designer (ID) staff of the college, one representative from the dean's office, one representative from the A&S Senate, and one representative from the Center of Excellence in Teaching and Learning (CET&L). The Dean will appoint a chair to the council, no later than the end of the Spring Semester.

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556 The iiAC shall serve as advisory council to the dean, developing creative approaches to instruction,  
557 providing information about best practices to the larger faculty, and supporting the scholarship of  
558 teaching and learning. The council shall also be responsible for advising on support activities for  
559 faculty related to teaching innovation for all forms of instruction, including online, hybrid, and face-  
560 to-face courses. In March of each year, the membership of the council should be reviewed by the  
561 Heads Council to ensure that the distribution of expertise is appropriate for the specific goal of the  
562 advisory board.

563

564 **XVI. Bylaws and Revisions of Bylaws**

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

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