

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

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Amendments approved May 5 & 24, 2022

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

**Bylaws**

**I. Name**

The organization for which these bylaws are created is the 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, full-time 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.

Voting members of a council shall be those considered members of the council.

Voting in person, on-line, or by proxy are acceptable.

**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 Sciences. Upon the adoption of these bylaws, academic units shall belong to the division to which they were currently assigned. New academic units will be assigned to a division, or existing academic units may change divisions, only with A&S Faculty Senate approval.

The academic units 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 academic unit shall have a unit head or an interim unit head at all times.

Each degree program shall have a program director (i.e., Undergraduate Director or Graduate Director) or an interim program director at all times. Each certificate program shall have a certificate director or interim certificate director at all times.

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46

47 Proposals for the creation of any instructional or research unit within the college that reports  
48 directly to the dean – including academic units, degree programs, certificates, schools, institutes,  
49 or centers – shall be considered initially by the Undergraduate Directors Council or the Graduate  
50 Directors Council, or both, as appropriate. Proposals must subsequently be considered by the  
51 Heads Council so that they can consider the impact the program might have on college revenues  
52 and expenses. Proposals then must also be approved by the senate.

53

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

60

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

68

## 69 **V. Administrative Officers**

70 The administrative officers of the college shall be the dean, associate deans, assistant deans, unit  
71 heads, assistant unit heads, and the program directors (Undergraduate Directors, Graduate  
72 Directors, Interdisciplinary Program Directors).

73

### 74 **A. Dean of the College**

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

78

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

85

86 The dean will ordinarily be appointed for a five year term. The dean shall be appointed by the  
87 Board of Trustees following a process laid out in Board Rule 10-6-02 and administered by the  
88 senior vice president and provost. At least three faculty members will serve on the committee  
89 charged with appointing the dean. The faculty senate shall elect faculty members, with at least one

90 of the faculty representing each of the three divisions of the college. The dean may be  
91 reappointed following the procedures in that same rule.

92

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

95

#### 96 **B. Unit Heads**

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

101

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

106

107 The unit head's office comprises the head, the assistant head, program directors (i.e.,  
108 Undergraduate and Graduate Directors), and any staff members who report in line to the head.

109

#### 110 **C. Associate and Assistant Deans**

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

113

#### 114 **D. Assistant Heads and Program Directors**

115 Assistant heads and Undergraduate and Graduate directors are appointed by the head and serve  
116 at the pleasure of the head. They may carry out any administrative function delegated to them by  
117 the head. Directors of interdisciplinary programs (i.e., those housed across multiple units) are  
118 identified through a transparent and inclusive search, and are then appointed by the dean and  
119 serve at the pleasure of the dean. Interdisciplinary program directors are invited to the heads  
120 council.

121

#### 122 **E. Certificate Directors**

123 Certificate directors are appointed by the head for certificates housed in a single unit or by the  
124 dean for certificates shared across multiple units. They may carry out any administrative function  
125 related to their certificate delegated to them by the head or the dean, and, like assistant heads and  
126 program directors, are entitled to stipend compensation as commensurate with responsibilities.

127

#### 128 **VI. Faculty Evaluations of Dean and Unit Heads**

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

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

133

134 The faculty of each academic unit shall have the opportunity to make assessments of the job

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135 performance of their head on not less than an annual basis. Interdisciplinary program directors  
136 are evaluated by faculty teaching in their program on a not less than annual basis (and subject to  
137 the same provisions in this article. Faculties of academic units shall have the option of using  
138 procedures designed by the senate or using their own. Faculties shall have the option of having  
139 the assessment administered by the senate or conducting it themselves. These assessments shall  
140 be shared with the faculty of the unit (or interdisciplinary program), the unit head, and the dean.

141

## 142 **VII. The Faculty Senate**

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

147

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

149

- 150 • By April 15 of even numbered years, A&S faculty will elect a President to serve a two  
151 year term as presiding officer of the Senate.
- 152
- 153 • Each council recognized in these bylaws shall have a chair, elected by April 15, who shall  
154 serve on the senate ex-officio. These chairs shall have the option of appointing a  
155 representative to serve in their place. Such a replacement appointment must be made by  
156 April 30<sup>th</sup>. If any council representative resigns their position, or is unable to continue  
157 fulfilling this obligation, the council shall appoint a replacement.
- 158
- 159 • One member shall be elected from each academic unit by the faculty of the academic  
160 unit. Academic units shall have the option of foregoing having a representative serve on  
161 the senate. These academic unit elections must be completed by April 30<sup>th</sup>.
- 162
- 163 • Each division shall elect two at-large members. Nominations shall be solicited by April  
164 1<sup>st</sup>. Elections shall be completed by April 15<sup>th</sup>. If a head or director has already been  
165 appointed to the senate by virtue of council membership, no nominations for an at-large  
166 seat will be accepted from that academic unit. If the two highest vote getters are from  
167 the same academic unit, the second highest vote-getter shall be passed over to ensure  
168 that the senate never contains more than two candidates from the same academic unit  
169 unless the three steps immediately above produce such a result.
- 170 • By July 31<sup>st</sup>, the current Executive Committee of the senate shall survey its projected  
171 membership for the next academic year and identify areas of under-representation  
172 based on rank, tenure status, race, and gender. The committee will as needed appoint  
173 zero to four faculty members to ameliorate specific representational concerns.
- 174

175

176 The voting procedures shall be overseen by the senate's Committee on Committees. The  
177 Committee on Committees shall have the authority to adjust nomination, appointment, and  
election dates as necessary to take account of unusual circumstances.

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178

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

183

184 Elected senators shall be elected for three-year terms. Members may stand to be re-elected for  
185 additional terms.

186

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

191

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

195

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

200

201 Agendas should be emailed to the faculty at least a week before each meeting and minutes posted  
202 to an A&S web site in a timely fashion.

203

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

208

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

212

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

215

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

217

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

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222

223 The senate shall have six standing committees. Unless stated otherwise, committee members will  
224 serve one-year terms, with additional terms possible. Unless stated otherwise, members who do  
225 not serve on committees ex-officio shall be elected by a vote of the senate at its first meeting.  
226 Unless stated otherwise, each committee shall elect a chair at its first meeting of the academic  
227 year. Any motion passed by the senate's standing committees must be submitted as a proposal to  
228 the senate.

229

230

#### **A. Executive Committee**

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

236

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

242

243

#### **B. Academic Program Review Committee**

244 This committee shall consist of three representatives selected by the Heads Council, three  
245 representatives selected by the Graduate Directors Council, and three representatives selected by  
246 the Undergraduate Directors Council. Each of these councils shall appoint their representatives  
247 by April 15, choosing one from each of the three divisions. Representatives shall serve for a 2-  
248 year term, with additional terms possible. It shall be the responsibility of the councils working  
249 together to ensure that at least four members of the nine-member committee have completed one  
250 or more years of prior service on this committee. The committee is responsible for policies and  
251 procedures governing academic program reviews in the college insofar as those policies are not  
252 established by the Graduate School. Every academic program in the college shall undergo full  
253 review not less frequently than once every eight years. The committee shall review the academic  
254 unit's self-study and the outside reviews of each program in the college and produce an executive  
255 summary that will contextualize and evaluate this material. This document will be forwarded to  
256 the Graduate School and to the A&S College to accompany the review material and shall be made  
257 available to the faculty of the college. This committee may be charged with additional  
258 responsibilities by the Executive Committee.

259

260

#### **C. Faculty Affairs Committee**

261 This committee shall consist of three representatives from each division. This committee is  
262 responsible for reviewing and commenting on college hiring plans and for reviewing college  
263 funding priorities. This committee is also responsible for annual evaluations of the dean and  
264 offers the option of performing review of unit heads (see Article VI), and as a consequence of  
265 this, no senator who is a unit head may serve on this committee. This committee may be charged

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266 with additional responsibilities by the Executive Committee.

267

268

#### **D. Governance Committee**

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

274

275

#### **E. Research and Scholarship Committee**

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

279

280

#### **F. Committee on Elections**

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

287

288

### **VIII. The Heads Council**

289 The Heads Council shall advise and assist the dean on implementing the recommendations of the  
290 senate and on undertaking initiatives of the dean's office. The council shall consist of the dean, the  
291 associate deans, and the unit heads. The president of the senate or designee shall serve ex officio.

292

293 The council shall meet monthly during the academic year. At its March meeting, the council shall  
294 elect heads to serve for the upcoming academic year as Chair and Vice Chair. In consultation with  
295 members of Heads Council and the dean, the Chair shall prepare an agenda for each meeting.

296

The Vice Chair will chair meetings when the Chair is unavailable.

297

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

301

302 Agendas should be emailed to members at least a week before each meeting and minutes posted  
303 to a college web site in a timely fashion. Meetings of the council are open.

304

305 The council shall have one standing committee: The Budget and Planning Advisory Committee.  
306 Members shall be elected by a vote of the council members by April 15<sup>th</sup>. The committee shall  
307 elect a chair at its first meeting of the academic year. Any motions passed by the committee must  
308 be submitted as proposals to the council. The committee shall include six members, elected for  
309 one-year terms by and from the council, two from each division. The dean will either chair the

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310 committee or designate a chair. The committee will meet as needed to advise the dean on  
311 resource allocation and long-range college planning. The committee will advise the dean on the  
312 format of annual unit reports (see Article XI).

313

#### 314 **IX. The Undergraduate Directors Council**

315 The Undergraduate Directors Council shall advise and assist the dean on implementing the  
316 recommendations of the senate and on undertaking initiatives of the dean's office. It shall consist of  
317 the Director of Undergraduate Studies or Program Director for every undergraduate program in  
318 college. An associate dean or divisional dean and such staff of the dean's office as shall be  
319 recommended by the chair of the council will be non-voting members.

320

321 By April 15<sup>th</sup> of alternating years, the council shall elect faculty members to serve for two years as  
322 Chair or Vice Chair. The chair shall prepare and circulate an agenda prior to each meeting.

323

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

326

327 Agendas should be emailed to members at least a week before each meeting and minutes posted  
328 to a college web site in a timely fashion. Meetings of the council are open.

329

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

333

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

338

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

343

344 Elections for council members to membership on council committees shall be held at the council's  
345 first meeting of the year. Seats on the committees reserved for members of the Student Affairs and  
346 Advising staff shall be filled by appointment of the chair, who shall consult in this matter with the  
347 a representative of the dean's office.

348

349

#### 350 **A. Undergraduate Student Appeals**

351 This committee shall include one representative from each division of the college and a staff  
352 member. Undergraduate student petitions concerning college degree requirements, probation,  
353 suspension, and dismissal shall be considered and decided by an assistant dean, whose decisions are



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354 based on the spirit and the letter of college rules and requirements, and are not subject to appeal or  
355 reversal. The Undergraduate Student Appeals Committee shall be consulted in situations where  
356 there is no precedent or some extra latitude is being considered.

357

#### 358 **B. UG Curriculum Committee**

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

369

#### 370 **C. Disciplinary Committee**

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

379

#### 380 **D. College Grievance Review Committee**

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

385

#### 386 **E. Scholarships and Awards Committee**

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

390

#### 391 **X. The Graduate Directors Council**

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

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398

399 The council is responsible for considering and recommending changes as necessary in policies and  
400 procedures governing all graduate programs in the college, including college-level review of new and  
401 revised graduate programs and policies. It shall review and approve all courses at the 6000 level and  
402 above. The scope of the council includes giving guidance to the dean and to the academic units, as  
403 needed, concerning oversight of policies that guide the graduate programs of the college.

404 Specifically, the council may make recommendations on matters included but not limited to:  
405 graduate student recruitment and admission; graduate student stipends and scholarships; and  
406 graduate student workloads.

407

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

411

412 Agendas should be emailed to members at least a week before each meeting and minutes posted  
413 to a college web site in a timely fashion. Meetings of the council are open.

414

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

417

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

426

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

431

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

435

#### 436 **XI. Annual Reports**

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

438 The report will include standardized data prepared by the dean's office and provided to the academic  
439 units by July 31<sup>st</sup>. The report will also include summaries of each unit's accomplishments during the  
440 previous year. These reports shall form the basis for the deans' annual report to the college (see Article  
441 XIII).

442

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

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

447

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

451

452 **A. Committee Composition**

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

457

458 **B. Term of Committee Service**

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

462

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

464 There shall be a two-step voting procedure to elect members of the committee. The senate's  
465 Committee on Elections will oversee the voting. Elections will be held in the Fall. The faculty will  
466 elect the RPT Committee by Oct. 30.

467

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

473

474 Second, faculty members receiving the highest number of votes in each of the three divisions shall  
475 be placed on the final ballot. The number of faculty members selected will be three times the  
476 number of faculty members who need to be placed on the RPT committee in a given year. If two or  
477 more faculty members from the same academic unit are elected in the first round balloting, the  
478 faculty member receiving the highest number of votes shall be placed on the ballot, and the faculty  
479 member receiving the next highest number of votes in another academic unit shall be placed on the  
480 ballot. All faculty in the college shall receive the second ballot. Faculty will vote for three persons to  
481 be elected, unless an unexpected vacancy occurs. The person receiving the highest number of votes  
482 in each division will be elected to serve on the committee.

483

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

485

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486

**D. Exceptions to Final Ballot**

487

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.

491

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

493

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.

496

497

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

499

500

When the file of a faculty member from a committee member's academic unit is being reviewed, that committee member need not be recused from the discussion of and the vote on the candidate unless they also served on the academic unit RPT committee.

503

504

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.

506

507

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.

510

511

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

512

513

**F. Consultation with Senate**

515

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.

519

520

**XIII. College Faculty Meetings**

521

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.

523

524

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

526

527

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

528

529

While the faculty, in their meetings, may vote by a simple majority of those present to refer a motion

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530 to the senate, the faculty at its meeting cannot approve motions for action.

531

532 **XIV. College-wide Faculty Development Committee**

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

536

537 **A. Committee Composition**

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

541

542 **B. Term of Committee Service**

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

546

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

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

556

557 **XV. Instructional Innovations Advisory Council**

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

566

567 The iiAC shall serve as advisory council to the dean, developing creative approaches to instruction,  
568 providing information about best practices to the larger faculty, and supporting the scholarship of  
569 teaching and learning. The council shall also be responsible for advising on support activities for  
570 faculty related to teaching innovation for all forms of instruction, including online, hybrid, and face-

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571 to-face courses. In March of each year, the membership of the council should be reviewed by the  
572 Heads Council to ensure that the distribution of expertise is appropriate for the specific goal of the  
573 advisory board.

574

575 **XVI. Bylaws and Revisions of Bylaws**

576 Amendments to these bylaws may be proposed by the dean or by any voting member of the faculty  
577 for consideration at a regularly scheduled meeting of the senate. The proposal shall be submitted in  
578 writing to the president of the senate. Councils and the senate shall have the right to advise on the  
579 proposed changes and shall be given sufficient time to do so, to allow time for councils and  
580 departmental faculty to meet with their representatives to the senate. At the senate meeting,  
581 proposed amendments shall be approved by a two-thirds majority of senators for referral to the  
582 faculty for public comment via a meeting of the full A&S faculty and an opportunity to provide  
583 comments electronically to the senate. The senate will consider revisions to the originally circulated  
584 proposal, integrating the public feedback from the faculty, and then will vote by a two-thirds  
585 majority of the senators to submit the final proposed bylaws revisions to the full faculty for an  
586 electronic vote. Amendments shall be approved by a two-thirds majority of the faculty who  
587 participate in the vote. In accord with University Rule 3361:10-5-05 amendments must be approved  
588 by the Senior Vice President and Provost before they become effective.

589

590