

# **College of Liberal Arts Bylaws**

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## **ARTICLE I. Liberal Arts Faculty**

### **Section 1. Membership**

The Liberal Arts Faculty shall comprise all TET and NTE faculty members in the College of Liberal Arts (hereafter referred to as Bargaining Unit Faculty or BUFMs) as voting members, and the College of Liberal Arts (CoLA) Dean, associate deans, and school chairs as non-voting members.

### **Section 2. Faculty Meetings**

A regular meeting of the Liberal Arts Faculty shall be called during the Fall and Spring semesters of each academic year. Emergency meetings shall be called by the Dean upon submission of a petition signed by at least 20 percent of the Liberal Arts Faculty or when the Dean considers necessary.

### **Section 3. Conduct of Meeting**

1. The Dean or designated representative shall preside at meetings of the Liberal Arts Faculty. Such meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order, Revised, insofar as they are consistent with these bylaws.
2. The agenda for each meeting shall be prepared by the Steering Committee and the Dean of the College of Liberal Arts. The agenda for each meeting shall be circulated to each member of the Liberal Arts Faculty at least five working days prior to the meeting. After all items on the regular agenda have been resolved, additional items may be brought from the floor for discussion. Meetings may be held with any number of the members of the Liberal Arts Faculty; however, a quorum for transacting business shall be one-third of the Liberal Arts Faculty.

### **Section 4. Powers and Duties**

1. Liberal Arts Faculty have the power to:
  - a. recommend policies regarding the academic programs, including college requirements and curricula for all degrees offered by the

- College;
  - b. research, discuss, and make recommendations to any appropriate body within the University regarding any matter of interest to the College;
  - c. appoint such committees as may be deemed appropriate.
2. Liberal Arts Faculty reserves the right of referendum over all actions of the CoLA Steering Committee.

## **ARTICLE II. The Steering Committee of the College of Liberal Arts (CoLA)**

### **Section 1. Authority**

The power and duties of the Liberal Arts Faculty as described in Article I, Section 4, Item 2, are hereby delegated to the Steering Committee, subject to the right of referendum.

### **Section 2. Powers and Duties**

1. The primary duty of the CoLA Steering Committee is to review the activities of the committees of the college.
2. The CoLA Steering Committee may research, discuss, and make recommendations to any appropriate body within the University regarding any matter of interest to the College.
3. The CoLA Steering Committee will set the agenda for the Liberal Arts Faculty meeting.
4. The CoLA Steering Committee periodically shall make recommendations to the Provost about the process and procedure for reviewing the Dean.
5. The members of the CoLA Steering Committee will serve as the faculty representatives on the College Budget Priorities Committee.

### **Section 3. Membership**

The Steering Committee shall consist of the Dean or designated representative; three members from each school in the College, excluding the school chair and elected from and by the BUFMs of each school to serve a term of two years, from the first day of Fall Semester to the last day of Spring Semester. The Dean (or designee) shall be a non-voting member. The names of the school representatives shall be forwarded to the Dean in time for announcement at the last Liberal Arts Faculty meeting of the academic year.

### **Section 4. CoLA Steering Committee Meetings**

The CoLA Steering Committee shall meet monthly during each semester of the regular academic year at a time and in a place determined by the Dean, unless, by a majority vote, the Steering Committee shall otherwise determine. Special meetings shall be called by the Dean upon submission of a petition by at least five members of the Steering Committee. Any action of the CoLA Steering Committee can be put before the full Faculty of the college for approval

at the next Liberal Arts Faculty meeting if 20 percent of the CoLA Steering Committee request such a vote.

## **Section 5. Conduct of Meetings**

The Dean or designated representative shall preside at meetings of the Steering Committee. A quorum shall consist of one-half of the elected membership. Minutes of Steering Committee meetings shall be taken and circulated to the Liberal Arts Faculty after they have been approved at the next scheduled meeting of the Steering Committee. All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order, Revised.

## **Article III. Interdisciplinary Programs**

Interdisciplinary programs are required to convene faculty advisory committees that are representative of the disciplines that contribute to the program. The faculty director of each interdisciplinary program will work with the CoLA chairs of Schools contributing courses to the program to identify faculty to serve on the program's faculty advisory committee and will submit names of suggested committee members for review by the dean at the beginning of each academic year. Minimum committee membership should be three faculty members and the maximum five.

**The faculty advisory committee for the respective interdisciplinary program reviews all curriculum proposals for its program. The interdisciplinary program committee will make curricular proposals to the CoLA Curriculum Committee. The CoLA Dean (or designee) serves ex officio (non-voting) on the committee and makes approvals in the University's curriculum workflow reflecting the wishes of the committee.**

## **ARTICLE IV Committees of the College of Liberal Arts**

### **Section 1. Categories**

The following standing committees are hereby established: Elections; Curriculum; Faculty Development; Graduate Studies; Petitions; Diversity, Equity, Inclusion, and Justice (DEIJ); Budget Priorities; Promotion and Tenure; and Senior Lecturer Promotion.

### **Section 2. Membership**

1. Composition. Each standing committee, with the exception of the Senior Lecturer Promotion Committee, shall consist of six BUFMs, two from each school of the College. The Dean of the College or designated representative shall serve as a non-voting seventh member of the Curriculum, Faculty Development, Graduate Studies, Petitions, Promotion and Tenure, Senior Lecturer Promotion, Budget Priorities, DEIJ, and Community Building and Civic Engagement Committees. The CoLA

Director of Enrollment Management serves as an ex-officio member of the Petitions Committee and the Community Building and Civic Engagement Committee. The CoLA Fiscal Services Manager serves as an ex-officio member of the Budget Priorities Committee.

CoLA faculty shall be limited to one elected CoLA committee assignment each year. If an individual is elected to more than one seat, they must choose which one they accept. Under such circumstances, the runner up will be offered the seat that is not accepted by the winner of the election. Two exceptions to this rule are: Those elected to the COLA Steering Committee may serve on one additional College committee, if elected. If an election yields no runner up for a committee seat the winner declined, then the winner may serve on that CoLA committee.

Individuals will serve no more than two consecutive terms on any single COLA committee, starting in the 2025-6 AY.

2. Types of Memberships. For the academic year 2023-24, half of all committee members (one from each school) will be elected to two-year terms and the other half to one-year terms. In all future years, every year each school will elect one committee member to a two-year term. Each fall semester, the Dean or dean's representative will call the first meeting of each committee, at which time a committee chair will be elected.

Except for Promotion and Tenure and Senior Lecturer Promotion, each committee may also have as a non-voting member one CoLA major from the student body.

Procedure. Elections and appointments to the CoLA Steering Committee and to the standing committees shall be according to the following procedure, each step of which shall be completed before the next is begun.

- a. Nominees for each elected committee shall be selected at the school level. An eligible faculty member may nominate themselves or they may be nominated for any number of elected committees, subject to personal approval of each nomination. The school's list of nominees shall be forwarded to the Elections Committee through the Office of the Dean.
- b. The Elections Committee shall determine if candidates are willing to serve if elected, conduct the elections, ensure that each successful candidate is notified, and report the election results to the CoLA Steering Committee and to the Faculty of the College through the Office of the Dean.

The procedure shall be completed prior to elections and appointments to University committees and councils.

### **Section 3. Powers and Duties**

The CoLA Steering Committee and each standing committee, except the Promotion and Tenure Committee and Senior Lecturer Promotion Committee, shall bear the following relationship to one another in the definition of powers and discharge of duties. Acting in consultation with each committee, the CoLA Steering Committee shall delegate work to the appropriate committee. Each committee is directly responsible and accountable to the CoLA Steering Committee. The chair of each committee shall report to the CoLA Steering Committee on a regular basis as determined by the Steering Committee, and shall submit committee actions to the Steering Committee for review and action as deemed appropriate by the CoLA Steering Committee.

### **Curriculum Committee**

The Curriculum Committee is composed of two elected representatives from each school in CoLA. The functions of this committee include, but are not limited to, reviewing Course Modification and Course Inventory Requests for undergraduate courses; changes in admission or graduation requirements; issues that arise regarding curricular standards, course quality, faculty preparation and support for distance learning; and new undergraduate major and minor programs from CoLA schools. Recommended actions are forwarded to the chair of the appropriate University Faculty Steering Committee and to the Dean as applicable. The committee chair submits an annual written report of committee actions and proposed activities each Spring semester to the CoLA Steering Committee, with the option of direct presentation to the CoLA Steering Committee at any time. An Associate Dean of CoLA, who shall be selected by the Dean, serves as an ex-officio, non-voting member.

### **Faculty Development Committee**

The Faculty Development Committee is composed of two tenured BUFMs from each school in CoLA who do not plan to apply for a sabbatical while serving on the committee. The function of the committee is to review professional development leave proposals and make recommendations to the Dean. The committee chair submits an annual written report of committee actions and proposed activities each Spring semester to the CoLA Steering Committee, with the option of direct presentation to the Steering Committee at any time. An Associate Dean of CoLA, who shall be selected by the Dean, serves as an ex-officio, non-voting member.

### **Promotion and Tenure Committee (P&T)**

The College Promotion and Tenure Committee, composed of the Dean as chair (and non-voting member) and two elected members from each school, will meet to review all college cases for promotion and/or tenure.

Any voting member of the college promotion and tenure committee must be a tenured BUFM and hold at least the rank of associate professor. The college representative to the University P&T Committee is an ex-officio, non-voting member of this committee.

During the course of the P&T Committee deliberations, a representative opens the committee discussion on a particular case. Once the discussion is complete, the six voting members vote on each case. At the conclusion of the initial discussion and vote on each case, any voting member can bring any one of the cases forward for additional discussion and for two possible additional votes. After all votes are taken, the six voting members decide who will draft letters for the committee's review on each of the cases. The Dean facilitates the meeting, and the University Committee representative tabulates the voting. Recommendations are forwarded pursuant to the TET CBA.

The P & T Committee will also review nominations for university and college faculty awards and make recommendations to the Dean.

### **Senior Lecturer Promotion Committee**

The CoLA Senior Lecturer Promotion Committee will be constituted as outlined in the CBA. The Senior Lecturer Promotion Committee will meet to review all cases for promotion to Senior Lecturer and submit written recommendations. The voting members of the committee will elect a chair from among the voting members. After all votes are taken, the voting members decide who will draft letters for the committee's review on each of the cases.

### **Graduate Studies Committee**

The Graduate Studies Committee is composed of two elected representatives from each of the schools. Members of the Graduate Studies Committee must have full graduate faculty status. The functions of this committee include, but are not limited to reviewing Graduate Academic and Admission Petitions, Graduate Course Inventory and Course Modification requests, applications from faculty for full Graduate Faculty status, and Graduate Petitions and formal complaints requiring Academic Mediation. Committee recommendations on petitions and other actions are forwarded to the Dean of the Graduate School and/or CoLA Dean as appropriate. The committee chair makes an annual written report of committee actions and proposed activities each Spring Semester to the CoLA Steering Committee with the adoption of direct presentation to the Steering Committee at any time. An Associate Dean of CoLA, who shall be selected by the Dean, serves as an ex-officio, non-voting member.

### **Elections Committee**

The Elections Committee is composed of two elected representatives from each of the schools. The committee is responsible for determining if candidates are willing to serve if elected, preparing the ballots of candidates for committees, and for organizing and conducting the elections. After the elections, the committee notifies the successful candidates and reports the elections results to the Steering Committee and to the college faculty. Because elections are normally held at the beginning of Spring Semester, the committee chair makes a report on the election results at the spring CoLA Steering Committee meeting.

### **Petitions Committee**

The Petitions Committee is composed of two elected representatives from each of the schools. The functions of this committee are to review Undergraduate Petitions and formal complaints requiring academic mediation. Undergraduate Petitions are exceptions that permit removal of hours and points for courses, late dropping of classes or complete withdrawals, waiving of regulations, and course substitutions. Committee recommendations on petitions are forwarded to the University Undergraduate Petitions Council. Student requests for academic mediation involve contested grades and grading procedures. Committee recommendations are forwarded to the Dean for final recommendation to the instructor. The committee chair submits an annual written report of committee actions and proposed activities each Spring Semester to the CoLA Steering Committee with the option of direct presentation to the Steering Committee at any time. The CoLA Director of Enrollment Management and Community Engagement serves as an ex-officio (non-voting) member.

### **Budget Priorities Committee**

The Budget Priorities Committee is composed of all members of the CoLA Steering Committee as well as two additional CoLA staff members (one administrative and one non-administrative) who will serve one-year terms and will report back to the staff on the deliberations of the committee. The functions of this committee are to advise the Dean on budget priorities when preparing annual budget requests. The Dean will present a list of budget priorities to the committee, which may suggest additional priorities and may choose to rank the dean's priorities. The Associate Dean and CoLA Fiscal Services Manager serve as ex-officio (non-voting) members.

### **Diversity, Equity, Inclusion, and Justice (DEIJ) Committee**

The DEIJ Committee is composed of two elected representatives from each of the schools. The functions of this committee are to advise the Dean on matters related to Diversity, Equity, Inclusion, and Justice, including but not limited to the following: strategies for hiring, supporting, and retaining faculty and students from underrepresented, underserved, and marginalized groups; strategies to create a welcoming and inclusive culture, an awareness of structures of oppression, and knowledge of antiracist practices; identifying opportunities for faculty to incorporate inclusive pedagogy and suggesting faculty development opportunities that might be funded by the college to promote inclusive excellence.

### **Community Building and Civic Engagement Committee**

The Community Building and Civic Engagement Committee is composed of two elected representatives from each school in CoLA. The committee may also have as voting members one CoLA staff member and one major from the student body. The functions of this committee include, but are not limited to, developing and facilitating opportunities for building community both within the College and between College students, faculty, and staff and the broader university and regional community to promote student success and civic engagement. Recommended actions are forwarded to the CoLA Faculty Steering Committee and to the Dean as applicable. The Committee Chair submits an annual written report of committee actions and proposed activities each Spring semester to the CoLA Steering Committee, with the

option of direct presentation to the CoLA Steering Committee at any time. The Associate Dean and the CoLA Director of Enrollment Management and Community Engagement serve as ex-officio, non-voting members. is composed of two elected representatives from each school in CoLA. The committee may also have as voting members one CoLA staff member and one major from the student body. The functions of this committee include, but are not limited to, developing and facilitating opportunities for building community both within the College and between College students, faculty, and staff and the broader university and regional community to promote student success and civic engagement. Recommended actions are forwarded to the CoLA Faculty Steering Committee and to the Dean as applicable. The Committee Chair submits an annual written report of committee actions and proposed activities each Spring semester to the CoLA Steering Committee, with the option of direct presentation to the CoLA Steering Committee at any time. The Associate Dean and the CoLA Director of Enrollment Management and Community Engagement serve as ex-officio, non-voting members.

## **ARTICLE V. Selection and Review of the Dean**

If a vacancy occurs in the Dean's position, all applications for the position from candidates who have been scheduled for an interview will be made available for faculty review. Candidates' visits to campus will be scheduled in order for Faculty to have an opportunity to interview the candidates and provide input to the review process.

The CoLA Steering Committee will periodically review and recommend procedures for reviewing chairs and deans.

## **ARTICLE VI. Amendments**

Amendments may be initiated by the CoLA Steering Committee, by majority vote of the CoLA Faculty at a properly called meeting, or by submission to the CoLA Steering Committee of a petition signed by at least 20 percent of the Liberal Arts Bargaining Unit Faculty. No amendment shall be recommended unless distributed in writing to all members of the CoLA Faculty at least two weeks in advance of the meeting. Bargaining Unit Faculty voting on amendments to these Bylaws will be in compliance with the NTE and TET collective bargaining agreements.