

# **College of Liberal Arts Bylaws**

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Amended: February 25, 2005

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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 all deans and department 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 Bargaining Unit 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 Senate 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. investigate, 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. The Liberal Arts Faculty reserves the right of referendum over all actions of the CoLA Senate.

## **ARTICLE II. The Senate of the College of Liberal Arts**

### **Section 1. Authority**

The power and duties of the Liberal Arts Faculty as described in Article I, Section 5, Item 1, are hereby delegated to the Senate, subject to the right of referendum.

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

1. The primary duty of the COLA Senate is to review the activities of the committees of the college.
2. The COLA Senate will also discuss matters that come to the attention of the college.
3. The COLA Senate will set the agenda for the Liberal Arts Faculty meeting.
4. The COLA Senate periodically shall make recommendations to the Provost about the process and procedure for reviewing the Dean.
5. The COLA Senate may call special meetings of the COLA Senate,

### **Section 3. Membership**

The Senate shall be comprised of the Dean or designated representative; one member of each department in the College, excluding the department chair and elected from and by the BUFMs of each department to serve a term of two years, from the first day of Fall Semester to the last day of Spring Semester. The names of the department representatives shall be forwarded to the Dean in time for announcement at the last Liberal Arts Faculty meeting of the academic year.

### **Section 4. Senate Meetings**

The COLA Senate shall meet twice 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 Senate shall otherwise determine. Special meetings shall be called by the Dean upon submission of a petition by at least five members of the Senate. Special meetings may be called by the Dean. Any action of the COLA Senate can be put before the full Faculty of the college for approval at the next Liberal Arts Faculty meeting if 20% of the COLA Senate request such a vote.

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

The Dean or designated representative shall preside at meetings of the Senate. A quorum shall consist of one-half of the elected membership. Minutes of Senate meetings shall be taken by the

secretary and circulated with the agenda to the Liberal Arts Faculty prior to the next scheduled meeting of the Senate. All meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order, Revised.

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

### **Section 1. Categories**

The following standing committees are hereby established: Elections, Curriculum, Faculty Development, Graduate Studies, Petitions, 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 be comprised of five BUFMs drawn from the several departments of the College in the following manner: one from each college constituency under the constituency realignment adopted February 8, 1980 and modified May 19, 2000:

Constituency A: Music, Theatre Dance and Motion Pictures

Constituency B: English

Constituency C: Art/Art History, Classics, Philosophy, Religion, Modern Languages

Constituency D: History, Political Science, Urban Affairs and Geography

Constituency E: Sociology/Anthropology, Communication, Social Work

The Dean of the College or designated representative shall serve as a nonvoting sixth member of the Curriculum, Faculty Development, Graduate Studies, Promotion and Tenure and Senior Lecturer Promotion Committees.

2. Types of Memberships. Members of all committees shall be elected. Each year one member of each standing committee shall be elected to a two-year term. At the beginning of the second year, the two-year member shall be responsible for calling the first meeting of the committee at the earliest possible date in the fall semester.

Except for Promotion and Tenure and Senior Lecturer Promotion, each committee may also have as a member one liberal arts major from the student body. Each committee shall select a chair from among its members.

3. Procedure. Elections and appointments to the Senate 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. Senators shall be selected according to procedures in each department's bylaws and made known to the Senate through the Office of the Dean, to the Elections Committee and to the Faculty.

- b. Nominees for each elected committee shall be selected at the department level. An eligible faculty member may nominate him/herself or he/she may be nominated for any number of elected committees, subject to personal approval of each nomination. The departmental list of nominees shall be forwarded to the Elections Committee through the Office of the Dean.
- c. The Elections Committee shall determine if candidates are willing to serve if elected, conduct the elections, insure that each successful candidate is notified, and report the election results to the Senate 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 Senate 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 Senate shall determine the committee's responsibilities. Each committee is directly responsible and accountable to the COLA Senate. The chair of each committee shall report to the Senate on a regular basis as determined by the Senate, and shall submit committee actions to the Senate for review and action as deemed appropriate by the COLA Senate.

#### **Curriculum Committee**

The Curriculum Committee is composed of an annually elected representative from each of the five constituencies of Liberal Arts. 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 departments. Recommended actions are forwarded to the chair of the appropriate University Faculty Senate Committee and to the Dean as applicable. The committee chair submits an annual written report of committee actions and proposed activities each Fall semester to the COLA Senate, with the option of direct presentation to the Senate 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 tenured BUFMs who do not plan to apply for a sabbatical while serving on the committee, annually elected from each of the five constituencies of Liberal Arts. 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 Fall semester to the CoLA Senate, with the option of direct presentation to the Senate 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 an elected member from each college constituency, 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 five 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 five 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 is composed of the Dean as a non-voting member, three Bargaining Unit Faculty at the rank of Senior Lecturer, and two tenured TET Bargaining Unit Faculty. Committee members will be elected by the college's Bargaining Unit Faculty who hold the rank of Lecturer or Senior Lecturer. 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.

### **Graduate Studies Committee**

The Graduate Studies Committee is composed of annually elected representatives from each of the five constituencies of Liberal Arts. 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 Fall Semester to the CoLA Senate with the adoption of direct

presentation to the Senate 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 annually elected representatives from each of the five constituencies of Liberal Arts. 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 Senate 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 Senate meeting.

### **Petitions Committee**

The Petitions Committee is composed of an annually elected representative from each of the five constituencies of Liberal Arts. 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 Fall Semester to the CoLA Senate with the option of direct presentation to the Senate at any time. The Director of Student Retention serves as an ex-officio, non-voting member.

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

If a vacancy occurs in the Dean's position, all applications for the position 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 Senate will periodically review and recommend procedures for reviewing chairs and deans.

## **ARTICLE V. Amendments**

Amendments may be initiated by the Senate, by majority vote of the Liberal Arts Faculty at a properly called meeting, or by submission to the Senate 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 Liberal Arts 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.