

# RULES OF THE FACULTY OF THE COLLEGE OF ARTS AND SCIENCES

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RULES OF THE FACULTY OF THE COLLEGE OF ARTS AND SCIENCES  
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The College of Arts and Sciences is an educational and administrative unit established by the Board of Trustees. Its Faculty has responsibilities for establishing educational policies to guide the College in its missions of instruction, research, and service, and for the implementation and management of these policies. Its instructional responsibilities range from lower-division undergraduate through graduate studies. In all of its functions, the College of Arts and Sciences is guided by the tradition of the liberal arts: that is, knowledge is sought, developed, and cherished with concern for its ultimate value as well as for its immediate usefulness.

## I. Organization

The basic educational units of the College are the departments and interdisciplinary instructional programs. The method of appointment, term of office, and responsibilities of the Chairpersons are described in the University's Governing Regulations. The functions of the faculties of the departments and the committees for interdisciplinary instructional programs are also described in the Governing Regulations. Copies of the rules of procedure and descriptions of the committee structure for each educational unit are filed with the Offices of the Dean of the College, the Provost, and the Senate Council.

The departments shall be grouped into areas, as follows, for the purposes of establishing curriculum and/or program committees and determining membership on the committees where representation of the various areas of knowledge is essential:

Natural and Mathematical Sciences: Biology, Chemistry, Geological Sciences, Mathematics, Physics and Astronomy, Statistics;

Social and Behavioral Sciences: Anthropology, Geography, Political Science, Psychology, Sociology;

Humanities: English; Hispanic Studies; History; Philosophy; Modern and Classical Languages, Literatures and Cultures.

## II. Dean of the College

The Governing Regulations of the University establish the Dean as the executive officer of the College and all work associated with it. The Dean is the chairperson of the College Faculty and an ex officio member of all College committees. The duties of the Dean are described in the Governing Regulations and Administrative Regulations, and include the enforcement of the rules and policies established by the University Senate and by the College Faculty, and all special duties assigned by the President or the Provost.

The Dean recommends to the Provost the administrative measures necessary to carry out the assigned duties. The Dean is also authorized to establish administrative and/or advisory committees to aid in the performance of these functions.

As stated in the Governing Regulations, "The dean shall speak for the College." In the event that the Dean believes it necessary to depart from recommendations of the College Faculty in recommendations to the Provost or other University officers, the Dean shall state the reasons for that departure, communicating the College Faculty's recommendation as well as the Dean's recommendation, and he or she shall notify the Faculty of such action. The Dean will be expected to give a report on College plans and accomplishments to at least one Faculty meeting during the year.

### III. The Faculty

The Faculty of the College shall consist of its Dean, Associate Deans, and full-time faculty whose primary appointments are in the College of Arts and Sciences and who have the rank of assistant professor, associate professor, or professor in the regular, special title, or extension series. By majority vote in any meeting, the Faculty may extend membership, with or without voting privileges, to any other person assigned to it for teaching, research, or administration. The Standard Personnel Files of all College faculty are kept in the Office of the Dean (see AR 11-1.0-1, Section III-E for a description of such Files).

Within the limits established by the Governing Regulations and the Rules of the University Senate and in accordance with SACS accreditation policies, the Faculty of the College of Arts and Sciences shall determine the College's policies concerning its instructional, research and academic service programs. The Faculty shall make recommendations to the University Senate on those matters that require Senate approval. It may make recommendations on other matters to the Senate or other academic bodies, the President, or other administrative officials.

The Faculty shall determine its organization and establish rules for the conduct of its business. It may through these rules or amendments to them delegate appropriate parts of its function to the Arts and Sciences College Executive Committee, the Educational Policy Committee, the Dean, the Associate Deans, or any committee that it shall establish or cause to be established. The Faculty shall retain responsibility for faculty affairs, for making recommendations on the organization of the College, and for the rules of the Faculty of the College of Arts and Sciences.

The Faculty shall meet at least once each academic year. Additional meetings are subject to the discretion of the College Executive Committee. The following may also call a meeting of the Faculty: 1) The President of the University; 2) The Provost; 3) The Dean of the College; 4) A majority of the Executive Committee members; or 5) Fifteen members of the Faculty by means of a written request to the Executive Committee. An agenda shall be prepared by the Executive Committee and sent to each faculty member at least two weeks in advance of a meeting.

The Dean or, at the Dean's request, the Chairperson of the Executive Committee shall preside at meetings of the Faculty. Roberts' Rules of Parliamentary Procedures shall be followed at meetings of the College Faculty and at meetings of its committees. Fifty members shall constitute a quorum at meetings of the Faculty. A faculty member or other person designated by the Chairperson of the Executive Committee shall serve as Secretary. Minutes of all Faculty meetings shall be circulated to members of the Faculty. Minutes of all meetings of committees established by the College Faculty shall also be available to the College Faculty.

### IV. Department Chairpersons and the Council of Chairs

#### A. Department Chairpersons

As stated in the Governing Regulations of the University, the department chairperson serves as chairperson of the department faculty in the development of academic policies, and normally presides at all department meetings. The chairperson also has administrative responsibility for implementing the department's program, including the periodic evaluation of faculty and staff; submission of the budget request for the department; administration of the budget after its approval; and making recommendations on salaries and salary changes. In implementing these tasks, the chairperson shall seek the advice of members of the department, individually or as a group, or of advisory committees the chairperson may appoint, as specified in departmental rules.

The Governing Regulations state: "The chairperson shall speak for the department. In the event that the chairperson believes it necessary to depart from the opinion of the department faculty, the chairperson shall

communicate the department faculty opinion as well as the chairperson's recommendation, stating reasons for differing from the department faculty opinion, and notify the department faculty of such action.”

#### B. The Council of Chairs

The chairpersons of all departments in the College, including ex officio the Chairpersons of the Departments of Military Science and Aerospace Studies, along with the Dean and (ex officio) the Associate Deans, shall constitute the Council of Chairs of the College. The Dean shall be the Chairperson of the Council of Chairs, and shall convene the Council regularly to provide information to the chairs on matters pertaining to the policies and administration of the College. The Dean shall also seek the advice of the chairs, individually or in Council, on matters relevant to their departments, including, when appropriate, matters of budget and resource allocation; salary and personnel policies; programmatic and curricular issues; and all other issues the Dean wishes to raise. The members of the Council of Chairs may bring before the Council issues they consider important for it to consider.

The Council of Chairs may vote to recommend action on any pertinent matter to the Dean, the Executive Committee, Educational Policy Committee, or the Faculty of the College. Such votes shall be held if requested by the Dean or by a majority of chairpersons. A majority of department chairpersons shall constitute a quorum of the Council of Chairs. A valid recommendation from the Council of Chairs shall require the assenting votes of a majority of its voting members.

#### V. College Executive Committee

##### A. Composition

The Arts and Sciences College Executive Committee shall consist of six faculty members, two from each area of the College. Its members shall be elected by the Faculty by area according to the provisions in Section VIII below. No department of the College shall have more than one faculty member on the Committee (as determined by the faculty members' primary appointments) at any time. Committee members shall serve three-year terms, staggered so that two members from different areas shall end their terms each year. Committee members should not serve consecutive terms on the Executive Committee. All tenured faculty members except those currently serving as Dean or Associate Dean shall be eligible to serve as voting members. At its first meeting of each year the Committee shall elect a Chairperson. The Dean and Associate Deans shall be ex officio (non-voting) members of the College Executive Committee, but shall not be eligible to serve as Chairperson. (A&S: 4/17/07)

##### B. Initial formation

During the semester when these rules are approved by the Faculty of the College, the existing ad hoc Executive Committee shall elect two of its members from different areas to serve transitional one-year terms on the Executive Committee for the next academic year. The remaining four members shall be elected by the Faculty according to the provisions in Section VIII below. The terms served by these initial elected members shall be determined by lot, with two from different areas to serve two-year terms, and the other two, also from different areas, to serve three-year terms.

##### C. Advisory functions

The College Executive Committee shall serve as an advisory group to the Dean on administrative matters, and as a channel of communication from the Faculty to the Dean. The minutes of the Committee shall be distributed to all department or interdisciplinary program chairpersons and made available to all faculty members.

Specifically, the Executive Committee shall serve as advisor to the Dean on:

1. Budgetary policies and the College budget request
2. Policies and procedures regarding faculty appointments, reappointments, decisions not to reappoint; termination of appointments, post-retirement appointments; promotion, tenure, merit evaluations, etc. to supplement University policies and regulations (not to involve consideration of individual cases of promotion, tenure, or appeal of merit evaluation).
3. Appointments of Associate Deans, the Awards and Honors Committee, and any ad hoc college committees the Dean may appoint.
4. Policies on departmental reviews, including policies on the reviews of department chairpersons or of directors of interdisciplinary programs, and examination of and advice regarding the reviews of individual departments, chairpersons and directors.
5. College and department organization.
6. Appointment of the members of the Area Advisory Committees on Promotion, Tenure and Merit Evaluation Appeal; and of other committees appointed by the Dean.
7. Long-range planning and strategic planning for the College.
8. All other College matters brought to it by the Dean or Committee members.

#### D. Decision functions

1. Appointment of the Self-Study and Planning Committee. In the years during which the College is undergoing external review, the Executive Committee shall, in consultation with the Dean, appoint the members and chairperson of the Self-Study and Planning Committee to carry out the College Self-Study and to write the Self-Study document. The Executive Committee may also appoint a Self-Study and Planning Committee in those other years in which it sees need for the self-study or planning functions.
2. Appointment of the Elections Committee. Each year the Executive Committee shall, in consultation with the Dean, appoint the members and chairperson of the Elections Committee.
3. Review provisions of the rules of the College of Arts and Sciences and recommend changes for approval by the Faculty.
4. Call for and prepare agendas for Faculty meetings. The Committee may call for meetings of the Faculty of the College, and shall prepare the agendas for all such meetings. The agenda and descriptions of major items for consideration at Faculty meetings shall be circulated to all members at least two weeks prior to the meetings. Exceptions may be made if the Dean or the Committee certifies with explanation an emergency and if the majority of those present at the meeting approve.

#### E. Voting Rules

All recommendations and decisions of the Executive Committee must be approved by a majority of the voting members present. A quorum shall consist of four voting members.

#### VI. Educational Policy Committee

The Educational Policy Committee advises the Dean, the Executive Committee, departments and faculty on all educational policy matters related to teaching, research and service. It has the authority to make decisions on behalf of the Faculty in approving or disapproving all proposals for new programs and courses and for changes in programs and courses. It also has the authority to appoint ad hoc faculty committees on educational policy matters and to make recommendations on matters of educational policy and educational policy planning to the Dean, the Executive Committee, and the Faculty.

##### A. Composition

The Committee consists of nine faculty members, three from each area of the College, serving three-year staggered terms, and a student member. Its faculty members are elected by the Faculty of the College by area according to the rules enumerated below in Section VIII. No department of the College shall have

more than one faculty member on the Committee (as determined by the faculty members' primary appointments) at any time. Committee members should not serve consecutive terms on the Educational Policy Committee. Its student member is appointed by the Dean in consultation with the Chairpersons or Directors of Undergraduate Studies. The Dean, Associate Dean, and/or their designate act as members ex officio (non-voting). (A&S: 4/17/07)

#### B. Initial Formation

During the semester when these rules are approved by the Faculty of the College, the existing Arts and Sciences Council shall elect three of its members, one from each area, from among those with one or two years left in their current term, to serve transitional one-year terms on the Educational Policy Committee for the next academic year. The remaining six members shall be elected by the Faculty according to the provisions in Section VIII below. The terms served by these initial elected members shall be determined by lot, with one new member from each area to serve a three-year term, and the other new member from each area to serve a two-year term.

#### C. Advisory functions

In its advisory capacity, the Committee shall serve as advisor to the Dean on:

1. All educational policy matters brought to it by the Dean.
2. Recommendations from the Faculty or committees of the College on matters of educational policy.
3. Ways and means to promote interdisciplinary cooperation in research, teaching and academic service among faculty members, units and programs within the College and across campus.
4. Any matter of College educational policy on which it chooses to proffer advice.

#### D. Decision functions

The Committee, as a body authorized to make decisions on behalf of the Faculty, shall:

1. Appoint, in consultation with the Dean, any ad hoc faculty committees it deems necessary, to report to it on matters of educational policy, including all three areas of the College's academic mission: teaching, research and service. This may include the appointment of an Interdisciplinary Programming Committee to organize, promote or implement interdisciplinary activities not associated with existing interdisciplinary programs.
2. Act to approve or disapprove on behalf of the College Faculty all proposals for new programs and courses and for changes in programs and courses submitted by Departments or interdisciplinary programs.
3. Receive recommendations on matters of educational policy from department chairpersons or faculty committees for consideration and transmission, with or without recommendation, to the Faculty or to the Dean of the College.
4. Review and make recommendations on the academic requirements of the College; on programs, including departmental, interdepartmental, and interdisciplinary programs; and on all other issues of educational policy, for transmission to the Faculty or the departments.

#### E. Voting rules

All decisions and recommendations of the Educational Policy Committee must be approved by a majority of its voting members. A quorum shall consist of six voting faculty members.

#### F. Rules for submitting matters to the Faculty

When the Committee acts on academic matters brought before it that must be considered by the Faculty, it may take either of two actions, depending upon its judgment of the importance or the controversial nature of the subject. It may:

1. Present its recommendation to a regular meeting of the Faculty or call a special meeting of the College Faculty for its consideration of the recommendation.
2. Poll the Faculty by mail ballot.

#### G. Procedures for Processing Courses and Programs

Recommendations on new courses, changes in courses, new programs and changes in programs will be made by departments or interdisciplinary programs to the Dean of the College, who will distribute them to the Educational Policy Committee for review. At the same time, the Dean will circulate notification of the pending change to each department and interdisciplinary program in the College. The Educational Policy Committee will wait two weeks after circulation to take final action to permit time for written comments to be filed with it prior to consideration of the proposal.

Recommendations on courses and programs from the Departments of Military Science and Aerospace Studies shall be submitted simultaneously to the Dean for consideration and for circulation to the departments, and to the Educational Policy Committee for action. The Committee will consider the recommendation after the two-week allowance for comments. Descriptions of courses and programs as approved shall be kept in the Office of the Dean.

For action on such proposals, the Committee may constitute its three members from each area as area subcommittees to carry out initial investigation and consideration. Approval of such proposals is reserved for votes of the full Educational Policy Committee, with six faculty members constituting a quorum for such votes. The proposals it approves by majority vote are sent forward to other University bodies (e.g., the Undergraduate Council, Graduate Council, University Senate) as appropriate. Those which are not approved are returned to the submitting department(s) or program(s) with an explanation of the reasons for non-approval.



## VII. Other Standing and Intermittent Committees

### A. Area Advisory Committees for Promotion, Tenure and Appeal of Merit Evaluation (one for each academic area).

Each of these committees shall be a standing committee consisting of five tenured faculty members, four from within the academic area, and one from a different area. The Department Chairpersons may nominate candidates to serve on these committees. Appointment of committee members shall be made by the Dean with the approval of the Executive Committee. The appointment of chairpersons shall be made by the Dean in consultation with the Executive Committee.

These committees shall examine all dossiers for promotion and tenure submitted to the Dean's office by departments in their area. For each case, they shall advise the Dean on whether to put the case forward with a positive recommendation, a negative recommendation, or (when permitted by University regulations) stop the case. In each case they shall submit to the Dean a letter summarizing their advice, explaining the reasons for it, and stating the number voting for a positive or a negative recommendation or action. The Dean shall not act on any promotion or tenure case without first receiving the recommendation of the relevant Area Advisory Committee.

These committees shall also advise the Dean in cases in which individual faculty members appeal the merit evaluation assigned them by the Dean. In each appeals case, the relevant committee shall consider pertinent materials submitted to it by the faculty member and by the evaluating Chairperson, and submit to the Dean a letter summarizing its advice, explaining the reasons for it, and stating the number voting for and against the recommendation.

### B. Elections Committee

The Election Committee shall be a standing committee appointed by the Executive Committee to supervise elections to the Executive Committee, Educational Policy Committee, the University Senate, and all other elections at the College level. The Committee shall establish the rules, procedures and methods by which such elections shall be held, in accordance with these rules and the Governing Regulations and Administrative Regulations of the University. The Committee shall make efforts to promote diversity in the slate of candidates nominated. In cases of multiple tie votes on first-round ballots, this Committee shall determine, using the criteria it considers appropriate, which nominated faculty members shall be placed on second-round ballots.

### C. Self-Study and Planning Committee

The Self-Study and Planning Committee shall be an intermittently appointed committee consisting of no fewer than six faculty members, including at least two faculty members from each of the three areas of the College. Its membership and Chairperson shall be appointed by the Executive Committee, in consultation with the Dean. In years during which the College is undergoing external evaluation, this Committee shall be appointed and shall carry out the College Self-Study and write the self-study document. In other years, it may be appointed to carry out such tasks of College self-study or planning as may be assigned to it by the Executive Committee



#### D. Awards and Honors Committee

This standing committee consists of five faculty members appointed by the Dean, in consultation with the Executive Committee, to two-year terms. It recommends to the Executive Committee awards and honors to be given by the College of Arts and Sciences other than the Distinguished Professor Award, together with procedures to be used in the selection of recipients of such awards and honors. The Committee has responsibility for the planning of all ceremonial exercises at which honors are to be awarded.

#### E. Arts and Sciences Distinguished Professor Award and Award Committee

Each year the College shall select a Distinguished Professor. The Distinguished Professor will receive a monetary stipend during the award year, a one-semester release from teaching, and a medallion. The award recipient will present a public lecture during the award year. The Distinguished Professor will retain the title of A&S Distinguished Professor. The award will rotate annually among the areas of the College in the following order:

1. Natural and Mathematical Sciences
2. Humanities
3. Social and Behavioral Sciences

The Distinguished Professor Award Committee, which will select the recipient, will solicit nominations for this award from all members of the College Faculty; however, candidacy for the award is not limited to these nominations. The Committee may solicit external letters to help in the selection of the award recipient, but it is not required to do so.

The Distinguished Professor Award Committee will consist of three members of the College faculty--one from each division of the College. Normally, the Award Committee will consist of the three previous Distinguished Professor Award recipients. When this is not possible or appropriate, the Dean will, in consultation with the Executive Committee, appoint faculty members to the committee so that the committee has three members.

#### VIII. Procedures for Elections of Faculty Representatives

Elections of members of the College Executive Committee, of the Educational Policy Committee, and of members of the University Senate from the College of Arts and Sciences, shall be each conducted within each academic area by the Dean of the College in the following two-stage process.

The Dean shall first solicit letters of nomination from all tenured and tenure-track faculty members in the relevant academic areas and provide a reasonable time for response. Whenever possible, solicitations for nominations to different bodies, and elections to those bodies, are to be made simultaneously for all elections conducted in each semester. In the first stage each faculty member may nominate up to two persons. For each area, the names of the three individuals receiving the largest number of nominations, plus ties for third place, shall be placed on a second-stage ballot, up to a maximum of four candidates per position, provided that all have signified their willingness to serve if elected. If anyone declines, that person's name shall be replaced on the second-stage ballot by the name of the person willing to serve who received the next highest number of nominations. In cases of multiple ties for third place, the Elections Committee shall determine which names among those in the tie shall be placed on the ballot. The person who receives the largest number of votes for each position on the second-stage ballot shall be declared elected. The person who receives the second-largest number of votes for each position shall be designated an alternate, who shall be available for one year (or, for Executive Committee candidates, two years) to take the place of any committee member who is unable to serve or to complete his or her term. In case of a tied vote, the Election Committee shall designate a winner and alternate from among the tied candidates. All ballots must be tallied and other procedures carried out in such a way as to ensure confidentiality of the

voting in the second stage.

#### IX. Procedures for Changing the Rules of the Faculty

Amendments to the Rules of the Faculty of the College of Arts and Sciences shall require approval by a simple majority of those voting at a Faculty meeting, provided that the amendments have been circulated to all members eligible to vote at least thirty days before the meeting. A two-thirds vote is required if fewer than thirty days have elapsed. Alternatively, the Executive Committee may after consultation with the Dean call for a mail ballot for approval of such Amendments. (In such cases the Faculty retain the power under Section III of these rules to call for a meeting of the College Faculty to discuss the Amendment or Amendments.) For results to be valid, at least one-quarter of all eligible faculty in the College must submit mail ballots. A simple majority of votes in a valid election shall suffice for approval of Amendments. These Rules, and any amendments to them, must be approved and disseminated in accordance with the Governing Regulations of the University.

#### X. Distribution of the Rules of the Faculty

Approved copies of the Rules of the Faculty of the College of Arts and Sciences, and any subsequent amendments or alterations, shall be posted on the College of Arts & Sciences website and forwarded to the Provost and the Senate Council Office.