

**BY-LAWS
OF THE
CREIGHTON UNIVERSITY COLLEGE OF ARTS AND SCIENCES**

PREAMBLE

These By-Laws are based on the principle of shared governance and are promulgated to facilitate orderly processes and structures by which faculty members and students of the Creighton University College of Arts and Sciences (the “College”) can participate in the governance of the College. These structures include: (a) the Faculty Senate and (b) Standing Committees of the College.

These By-Laws are intended to conform with the requirements of the latest editions of the Creighton University *Statutes* (the “*University Statutes*”) and the Creighton University *Faculty Handbook* (the “*Faculty Handbook*”). If any conflict arises between these By-Laws and either of these University documents, the University document(s) shall prevail.

ARTICLE I: DEFINITIONS

The “Faculty” shall be defined as all persons who teach courses and/or conduct research within the College. The *Faculty Handbook* defines the various designations of University Faculty at Creighton University, including the definition of Teaching-Research Faculty. In the College, at least 80% of the benefits-eligible faculty shall be full-time, tenure-track Teaching-Research Faculty (as defined in the *Faculty Handbook*).

The “Regular Faculty” shall be defined as all persons who hold full time, continuing appointments to the University Faculty (as defined in the *Faculty Handbook*) and whose sole or primary appointment is in one of the College departments or programs.

ARTICLE II: FACULTY GOVERNANCE AND MEETINGS

The participation and assistance of the Faculty in the shared governance of the College shall be carried out primarily through the Creighton University College of Arts and Sciences Faculty Senate (the “Faculty Senate”). The Faculty Senate shall serve as the “executive committee” of the College (as required by the *University Statutes*),

Substantive matters of policy within the College shall be brought to the Faculty Senate for deliberation and, where appropriate, a formal recommendation to the Dean except that policy matters pertaining to the appointment, tenure, promotion, and termination of Faculty shall be handled directly by the Dean acting with the College Committee on Rank and Tenure (as required by the *Faculty Handbook*).

Meetings of the Faculty may be called from time to time by the Dean and/or the Faculty Senate. The Dean or the Dean’s designee shall preside at such meetings.

ARTICLE III: FACULTY SENATE—MEMBERSHIP AND ELECTIONS

The Faculty Senate shall consist of an equal number of ex-officio and elected members as well as two student members (respectively, “Ex-Officio Members”, “Elected Members”, and “Student Members”). Ex-Officio Members shall be the President and Provost of the University, the chairs of all departments in the College, a director of one of the programs in the College (the “Program Representative”), the Director of the Honors Program, the Director of the Magis Core Curriculum, the Dean, and all Associate and Assistant Deans of the College. Elected Members shall be members of the Regular Faculty and be in at least the second semester of full time service at the time elections are held. Student Members shall be chosen, and have their terms of office determined, by the College of Arts and Sciences Student Senate.

Elected Members shall hold office for a term of three years, with their term of office commencing at the start of the special meeting required by Article VII of these By-Laws and expiring when their successor’s term of office commences. Elected Members shall be eligible for no more than three consecutive terms of office, after which they shall be ineligible for election for one year.

The terms of office for Elected Members shall be staggered so that only one third of their terms expire each year. Elections to fill expiring terms of Elected Members shall be held during the spring semester. The office of the Dean shall be responsible for organizing and conducting the elections, subject to the following constraints and conditions:

- A. Elections shall be organized to ensure there are at least four Elected Members from each division of the College on the Faculty Senate every year.
- B. All benefits-eligible Faculty shall be eligible to vote.
- C. Elections may be held either electronically or using a paper ballot, with at least ten working days allowed for the casting of ballots.
- D. Ballots shall be secret.
- E. Election winners shall be determined by a plurality of votes cast.
- F. Ballots shall be submitted to, and counted by, the office of the Dean with ties decided by the toss of a coin or the random drawing of a name.

The office of the Dean shall report the results of the elections to the Senate President, who shall in turn inform the Faculty. Questions of policy and disputes regarding elections to the Faculty Senate shall be resolved by the Steering Committee.

If any Elected Member’s seat in the Faculty Senate becomes vacant, the Steering Committee shall fill the vacancy as follows:

- A. With a member of the Regular Faculty from the same division of the College as the Elected Member who was a candidate, but was not elected, in the last occurring Faculty

Senate election. If there are two or more such individuals, the Steering Committee shall fill the vacant seat in order from those who received the most votes in that election.

- B. If there is no such individual, with a member of the Regular Faculty who was a candidate, but was not elected, in the last occurring Faculty Senate election. If there are two or more such individuals, the Steering Committee shall fill the vacant seat in order from those who received the most votes in that election.
- C. If there is no such individual, with a member of the Regular Faculty of its choice (with preference given to individuals from the same division of the College as the Elected Member).

For purposes of this paragraph, the seat of any Elected Member shall be deemed vacant during any semester in which the Elected Member is on sabbatical or on leave.

All members of the Faculty Senate shall:

- A. Endeavor to ensure that they do not have a class or other time conflict during the regularly scheduled meeting times of the Faculty Senate.
- B. Attend all regularly scheduled meetings of the Faculty Senate unless a proxy is sent in accordance with the requirements of Article IV of these By-Laws. Attendance shall be in-person unless the Steering Committee determines the meeting shall be held via electronic means.
- C. If required to do so by Article IX of these By-laws, serve on at least one Senate Committee.

ARTICLE IV: FACULTY SENATE—VOTING PRIVILEGES AND PROXIES

Only Elected Members, department chairs, the Program Representative, and the Director of the Honors Program shall hold voting privileges in the Faculty Senate. Individuals holding voting privileges are entitled to one vote each on any motion or matter on which a vote occurs.

If any individual holding voting privileges in the Faculty Senate is unable to attend a meeting of the Faculty Senate, that individual shall send another member of the Regular Faculty as a proxy. If the Senate Secretary is notified of the proxy prior to the beginning of the meeting, the proxy shall have the same voting privileges as the individual for whom they are serving as proxy. If the Senate Secretary is not notified of the proxy prior to the beginning of the meeting, the proxy shall not have voting privileges. All proxies shall indicate on the attendance roster their presence and the individual for whom they are serving as proxy.

ARTICLE V: FACULTY SENATE—STEERING COMMITTEE

The Faculty Senate shall be led by a Steering Committee (the “Steering Committee”). The Steering Committee shall consist of the Dean as an ex-officio member and the Officers as well as four at-large members each elected at the time and in the manner required by Article VII of these By-Laws.

At-large members of the Steering Committee shall hold office for a term of one year, with their term of office commencing at the end of the special meeting required by Article VII of these By-Laws and expiring when their successor's term of office commences. At-large members of the Steering Committee shall be eligible for re-election for as long as they remain members of the Faculty Senate.

All members of the Steering Committee, including the Dean, shall hold voting privileges in the Steering Committee and are entitled to one vote each on any motion or matter on which a vote occurs.

The responsibilities and powers of the Steering Committee shall be:

- A. Prior to the beginning of each academic year, after consultation with the Faculty and the Dean, to establish Senate Committees for the coming academic year, to charge those committees with appropriate tasks, and to appoint individuals to those committees in conformity with the provisions of Article IX of these By-Laws.
- B. Prior to the beginning of each academic year, to select Senate Committee conveners from among the members of the committees.
- C. Prior to the beginning of each academic year, in consultation with the Dean, to outline the coming year's agenda for the Faculty Senate.
- D. In consultation with the Dean and the chairs of the Senate Committees, to set the agenda for each meeting of the Faculty Senate.
- E. At least three days prior to each meeting of the Faculty Senate, to make available to all Faculty and to all members of the Faculty Senate (i) the agenda for each meeting of the Faculty Senate and (ii) any announcements, reports, findings or other documents submitted to the Steering Committee which provide information about matters it has placed on the agenda. The agenda and any accompanying documents may be made available through publication on an intranet website.
- F. To fill promptly such vacancies as may arise on the Faculty Senate or on Senate Committees.
- G. To appoint a secretary from within the Steering Committee (the "Senate Secretary") to (i) record the minutes of all meetings of the Faculty Senate and the Steering Committee and (ii) ensure the governing documents, meeting minutes, and other records of the Faculty Senate (including all reports, meeting minutes, proposals, and motions from Senate Committees) are preserved and made available to all members of the Faculty (such as through publication and storage on an intranet website).
- H. To meet on a regular basis to discharge its responsibilities.

ARTICLE VI: FACULTY SENATE—OFFICERS

The Faculty Senate shall have two officers consisting of a President and a Vice-President (respectively, the “Senate President” and the “Senate Vice-President”; each an “Officer” and, collectively, the “Officers”) each elected at the time and in the manner required by Article VII of these By-Laws.

Officers shall hold office for a term of one year, with their term of office commencing at the end of the special meeting required by Article VII of these By-Laws and expiring when their successor’s term of office commences. Officers shall be eligible for re-election for as long as they remain members of the Faculty Senate.

The Senate President shall:

- A. Arrange for meetings of the Steering Committee and the Faculty Senate.
- B. Preside at meetings of the Steering Committee and the Faculty Senate, except when the Dean elects to exercise the Dean’s right to preside at Faculty Senate as set forth in the *University Statutes*.
- C. Represent the Faculty Senate at appropriate meetings.
- D. Perform such other duties as normally associated with this office and/or assigned by the Faculty Senate.

The Senate Vice-President shall:

- A. Manage the membership roster of the Faculty Senate.
- B. Take attendance at Faculty Senate meetings and provide this information to the Senate Secretary for inclusion in the minutes.
- C. Notify any individual holding voting privileges in the Faculty Senate who was absent from a Faculty Senate meeting and did not sent a proxy for such absence.
- D. Perform the duties of the Senate President when the Senate President is unable to perform them.
- E. Serve out the remainder of the Senate President’s term should the office become vacant.
- F. Perform such other duties assigned by the Faculty Senate or the Steering Committee.

ARTICLE VII: FACULTY SENATE—ELECTION OF OFFICERS AND AT-LARGE MEMBERS OF THE STEERING COMMITTEE

Each spring, after the occurrence of the elections required by Article III of these By-Laws, the Steering Committee will call a special meeting for the sole purpose of electing the individuals who will serve on the Steering Committee for the next academic year. All individuals who will

have voting privileges in the Faculty Senate during the next academic year shall be invited to attend the meeting.

Only those individuals who will have voting privileges in the Faculty Senate during the next academic year shall be eligible to stand for election to the Steering Committee. Department chairs, the Program Representative, and the Director of the Honors Program shall be eligible for election to the Steering Committee on the same basis as Elected Members of the Faculty Senate.

The past academic year's Steering Committee shall select an individual or individuals to preside at the special meeting and conduct the elections, subject to the following constraints and conditions:

- A. Elections of the Steering Committee shall be organized to ensure there is at least one member, whether an Officer or an at-large member, from each division of the College on the Steering Committee every year.
- B. Elections of the Steering Committee shall be organized to ensure that no more than two of them, whether Officers or at-large members, are a department chair, the Program Representative, or the Director of the Honors Program.
- C. Only those individuals who will have voting privileges in the Faculty Senate during the next academic year shall be eligible to vote. If any such individual is unable to attend the special meeting that individual may send another member of the Regular Faculty as a proxy, so long as the Senate Secretary has been notified prior to the meeting. The proxy shall have the same voting privileges, if any, as the individual for whom they are serving as proxy and shall indicate on the attendance roster their presence and the individual for whom they are serving as proxy.
- D. Elections may be conducted using either electronic or paper ballots.
- E. Ballots shall be secret.
- F. Election winners shall be determined by a plurality of votes cast.
- G. Ballots cast shall be submitted to, and counted by, the individuals presiding over the special meeting with ties decided by an immediate runoff election.

Questions of policy and disputes regarding elections to the Steering Committee shall be resolved by a vote of the Faculty Senate.

ARTICLE VIII: FACULTY SENATE—MEETINGS

The Faculty Senate shall meet at least three times each semester on dates announced at the beginning of the semester. Additional or special meetings of the Faculty Senate may be called by the Dean, by the Steering Committee, or by petition of twenty percent of the Faculty Senate.

A quorum consisting of a majority of the Faculty Senate (including any proxies identified as required in Article IV of these By-Laws) must be present for any business to be transacted at a

meeting. Meetings shall be open to all Faculty, except when the Faculty Senate votes to conduct its business in executive session. Meetings shall be held in person unless the Steering Committee determines the meeting shall be held via electronic means.

The Faculty Senate shall function as a deliberative and consultative body. Meetings shall open with a call for new business and shall otherwise follow the agenda set by the Steering Committee. Meetings shall be dedicated to: (i) discussing issues raised in and by reports from Senate Committees and from standing committees of the College, (ii) discussing and voting on motions conveyed in those reports, and (iii) discussing and voting on motions or other matters placed on the agenda by the Steering Committee. At the discretion of the presiding officer, unfinished business not placed on the agenda by the Steering Committee and/or new business may be dealt with after the rest of the agenda has been completed. Only with the permission of the presiding officer or by a vote of the Faculty Senate may the agenda be suspended and other matters be introduced and discussed.

Except as provided for in Article XIV of these By-Laws, for any motion or matter on which a vote occurs, a majority vote of the members of the Faculty Senate (including any proxies identified as required in Article IV of these By-Laws) with voting privileges who are present and voting at the meeting at which the vote takes place shall be required to decide the motion or matter.

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern Faculty Senate meetings in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Faculty Senate may adopt.

ARTICLE IX: FACULTY SENATE—COMMITTEES

Each year, the Faculty Senate shall have a Policies and Procedures Committee, a Governance and By-Laws Committee, and a Curriculum Committee as well as any other committees the Steering Committee establishes (each a "Senate Committee").

Senate Committees shall consist of Elected Members, and each such member shall serve on at least one committee unless excused from service by the Steering Committee. In appointing Elected Members to Senate Committees, the Steering Committee shall consider divisional balance, relevant experience and skills, diversity, and the expressed preferences of those members as well as any other criteria the Steering Committee deems important. The Steering Committee may invite a Student Member to serve on a Senate Committee.

The Steering Committee may invite a representative of the Dean's office to sit with a Senate Committee for the purpose of providing information and serving as liaison to such committee. In addition, the Steering Committee may invite a "technical advisor" who need not be a member of the Faculty to sit with a Senate Committee for the purpose of providing information to such committee. A Senate Committee may invite other individuals to attend a specific meeting of the committee if the committee determines such individual can provide information useful to its deliberations or work.

Only Elected Members appointed to the Senate Committee by the Steering Committee shall hold voting privileges on the committee and are entitled to one vote each on any motion or matter on

which a vote occurs. Representatives of the Dean's office and technical advisors shall have voice but not voting privileges on the committee. For any motion or matter on which a vote occurs, a majority vote of the members of the committee with voting privileges who are present and voting at the meeting at which the vote takes place shall be required to decide the motion or matter.

Meetings of Senate Committees shall be held in person unless the convener (in the case of the first meeting) or the committee chair (in the case of any other meeting) determines the meeting shall be held via electronic means. The first meeting of each Senate Committee shall be called by its convener no later than 30 days after the first Faculty Senate meeting of the academic year. At its first meeting, each Senate Committee shall elect one of its members to serve as its chair for that academic year. Senate Committee chairs shall be eligible for re-election for as long as they remain members of the Faculty Senate.

Senate Committees shall meet on the call of their chairs or on petition of a majority of their members to deliberate on such matters as are referred to them by the Faculty Senate as well as on matters that are raised by their members and fall within their area of responsibility.

Senate Committees shall promptly submit minutes of all their meetings to the Steering Committee and to the Dean.

No fewer than five days before each scheduled meeting of the Faculty Senate, Senate Committees shall convey to the Steering Committee (i) reports they may have prepared regarding their activities, (ii) general findings on issues charged to them, and (iii) motions they request the Faculty Senate to consider.

The Policies and Procedures Committee shall facilitate the formulation and maintenance of College policies, together with any accompanying procedures where applicable. In addition to any charges given to it by the Steering Committee, this committee shall (i) provide for the orderly adoption and review of such policies and procedures, (ii) prepare the presentation of these policies and procedures in consistent format to the Faculty Senate for its consideration, (iii) coordinate the tracking and archiving of such policies, and (iv) maintain the accessibility of such policies and procedures to all appropriate members of the College.

The Governance and By-Laws Committee shall help facilitate the shared governance of the College and the maintenance of the governing documents of the College, including these By-Laws. In addition to any charges given to it by the Steering Committee, this committee shall (i) regularly review these By-Laws to ensure they are internally consistent and consistent with the *University Statutes* and the *Faculty Handbook*, (ii) prepare and present proposed amendments to these By-Laws to the Faculty Senate for its consideration, (iii) coordinate the tracking and archiving of the governing documents of the College, and (iv) maintain the accessibility of such documents to all appropriate members of the College.

The Curriculum Committee shall facilitate the review of proposals for new majors, minors, and programs or changes to existing majors, minors, and programs. In addition to any charges given to it by the Steering Committee, this committee shall (i) regularly review and update criteria upon which such review will be based, (ii) prepare reports and other materials for review by the

Faculty Senate, and (iii) make recommendations to the Dean on whether a proposal merits approval.

ARTICLE X: STANDING COMMITTEES OF THE COLLEGE

The College shall have three standing committees consisting of the College Committee on Rank and Tenure, the College Sabbatical Review Committee, and the College Mission Catalyst Committee. These standing committees are not subject to the procedures of the Faculty Senate, and instead subject to the procedures specified in this Article.

A. College Committee on Rank and Tenure

1. Purpose

The College Committee on Rank and Tenure reviews and makes recommendations regarding all applications for tenure and promotion to the Dean, the University Committee on Rank and Tenure, and the President of the University. The committee may also deliberate on questions relevant to rank and tenure policy, criteria, and processes.

2. Membership

The committee shall consist of seven elected members who shall serve terms of three years at staggered intervals and shall be eligible for re-election. However, the period of continuous service shall not exceed six years. The Associate Dean of Academic Affairs, or the equivalent associate dean, shall serve as an ex officio non-voting member of the committee.

Committee members shall be members of the Regular Faculty who hold the rank of associate professor or professor and have been tenured for at least one year at the time that elections are held. Officers of Academic Administration (as defined in the *Faculty Handbook*) are not eligible to serve. Members of the University Committee on Rank and Tenure shall not be eligible to serve simultaneously on the College Committee on Rank and Tenure. No more than one member of the committee may be a member of a single academic department. There shall be at least one member from each of the divisions of the College.

Elections for the College Committee on Rank and Tenure shall occur during the spring semester and shall be the responsibility of the office of the Dean. On the final ballot, there shall be, at most, twice as many candidates as there are open positions for both at-large and divisional seats. All members of the Regular Faculty shall be eligible to vote. Elections may be held either electronically or using a paper ballot, with at least ten working days allowed for the casting of ballots. Ballots shall be submitted to, and counted by, the office of the Dean with ties decided by the toss of a coin or the random drawing of a name. The office of the Dean shall inform the Faculty of the election results. Questions of policy and disputes regarding elections to the College Committee on Rank and Tenure shall be resolved by the office of the Dean.

In the event of a vacancy on the committee, the Dean shall make an interim appointment from among the Regular Faculty who have formerly served on a rank and tenure committee and meet the requirements for membership set forth in the preceding paragraphs. At the next regular

election, an election shall be held to fill the vacancy for the remaining term of office, if necessary.

3. Proceedings

The members of the committee shall elect a chair from among those members of the committee who have served at least one year. The chair may designate an acting chair for any meeting.

Meetings of the committee shall be held in person unless the chair determines the meeting shall be held via electronic means. Meetings shall be called by the chair or when at least two members of the committee indicate a desire for a meeting. Meetings at which individual rank or tenure cases are reviewed shall be closed to all non-members. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern committee meetings in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

It shall be the duty of the chair to organize the business of the committee. The chair shall schedule meetings and distribute an agenda at least three days in advance of meetings. The chair shall report the outcome of votes to the Dean and prepare statements from the committee with regard to each case under review. The chair shall also report on behalf of the committee to the Faculty Senate as necessary.

Five voting members of the committee shall constitute a quorum.

After individual rank or tenure cases have been reviewed, the committee shall forward its recommendations, together with its vote and a statement of its reasoning, in writing to the Dean. The vote and statement shall be added to the dossier of the candidate. All votes on tenure or promotion shall be by secret ballot. Before submission to the Dean and the University Committee on Rank and Tenure, statements regarding individual cases shall be reviewed by all members of the committee and are subject to modification by majority vote. Where differences exist among members of the committee, such differences shall be fairly represented in the statement of the committee.

A committee member shall take a leave of absence from the committee for the academic year in which their case will be considered. (This vacancy shall be filled under procedures outlined in Section A.2 of this Article.) Members of the committee shall not participate in deliberations involving members of their own academic departments but such absences shall not constitute vacancies. Committee members shall be excused from deliberating in cases where actual or perceived conflicts of interest may exist, but such absences shall also not constitute vacancies. Each candidate whose case comes before the committee shall be allowed one preemptory challenge. Absences due to preemptory challenges shall also not constitute vacancies.

Committee members shall refrain from discussing the cases brought before the committee outside formal committee meetings, except with other committee members or as otherwise duly directed.

B. College Sabbatical Review Committee

1. Purpose

The College Sabbatical Review Committee reviews and makes recommendations regarding all applications for sabbaticals to the Dean. The committee may also deliberate on questions relevant to both competitive and non-competitive sabbatical policies and criteria as they relate to the recommendations of the committee.

2. Membership

The committee shall consist of seven elected members who shall serve terms of three years at staggered intervals and shall be eligible for re-election. However, the period of continuous service shall not exceed six years.

Committee members shall be members of the Regular Faculty at the time that elections are held. Officers of Academic Administration (as defined in the *Faculty Handbook*) are not eligible to serve. No more than one member of the committee may be a member of a single academic department. There shall be at least one member from each of the divisions of the College.

Elections for the College Sabbatical Review Committee shall occur during the spring semester and shall be the responsibility of the office of the Dean. All members of the Regular Faculty shall be eligible to vote. Elections may be held either electronically or using a paper ballot, with at least ten working days allowed for the casting of ballots. Ballots shall be submitted to, and counted by, the Office of the Dean with ties decided by the toss of a coin or the random drawing of a name. The Dean's office shall inform the Faculty of the election results. Questions of policy and disputes regarding elections to the College Sabbatical Review Committee shall be resolved by the office of the Dean.

In the event of a vacancy on the committee, the Dean shall make an interim appointment from among the Regular Faculty who meet the requirements for membership set forth in the preceding paragraphs. At the next regular election, an election shall be held to fill the vacancy for the remaining term of office, if necessary.

3. Proceedings

The members of the committee shall elect a chair from among those members of the committee who have served at least one year. The chair may designate an acting chair for any meeting.

Meetings of the committee shall be held in person, unless the chair determines the meeting shall be held via electronic means. Meetings shall be called by the chair or when at least two members of the committee indicate a desire for a meeting. Meetings at which sabbatical applications are reviewed shall be closed to all non-members. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern committee meetings in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

It shall be the duty of the chair to organize the business of the committee. The chair shall schedule meetings and distribute an agenda at least three days in advance of meetings. The chair shall report the outcome of votes to the Dean and prepare statements from the committee with regard to each application under review. The chair shall also report on behalf of the committee to the Faculty Senate as necessary.

Five voting members of the committee shall constitute a quorum.

After individual sabbatical applications have been reviewed, the committee shall forward its recommendations, together with its vote and a statement of its reasoning, in writing to the Dean. Where differences exist among members of the committee, such differences shall be fairly represented in the statement of the committee.

Any committee member who is applying for a competitive pre-tenure or post-tenure full-year sabbatical shall be excused from deliberations for that sabbatical category in the same award cycle. Such absences shall not constitute vacancies. A need for proxy representation at any particular meeting of the committee shall be at the discretion of the chair.

Committee members shall refrain from discussing the applications brought before the committee outside formal committee meetings, except with other committee members or as otherwise duly directed.

C. College Mission Catalyst Committee

1. Purpose

The College Mission Catalyst Committee will offer guidance to the Dean on matters of mission.

2. Membership

The committee shall consist of Faculty from each department and others chosen by the Dean. Members will be appointed by the Dean and serve three years. The Chaplain of the College will serve as an ex-officio voting member of the committee. The Dean will serve as an ex-officio non-voting member of the committee. The Dean may also designate a member of their staff to serve as an ex officio non-voting member of the committee.

3. Proceedings

The members of the committee shall elect a chair. The chair may designate an acting chair for any meeting. The chair will call meetings and organize the business of the committee. Meetings of the committee shall be held in person, unless the chair determines the meeting shall be held via electronic means.

ARTICLE XI: ACADEMIC DEPARTMENTS AND DEPARTMENT FACULTY

The College functions as a unit in matters of instructional and research activities. The College consists of academic departments, which are not autonomous subdivisions. Matters of curriculum design, academic content, and execution of teaching responsibilities and research

activities for each department require the approval of the Dean, acting upon the recommendation of the Faculty of the department concerned. In cases where the Dean believes that the proposed actions have important ramifications for the College as a whole, the Dean may refer them to an appropriate committee of the Faculty Senate for review.

Within each department, the members of the Regular Faculty shall meet on a regular basis to deliberate and to advise the department chair regarding all department academic and policy matters, exclusive of individual salaries. Decision-making authority rests with the department chair. A department may choose to establish standing committees, rather than function as a committee of the whole.

Meetings of the department Faculty shall normally be held at least twice each semester during the academic year and upon call of twenty percent of the members of the department Faculty unless by-laws established by the department permit a smaller number to call such meeting. Any department Faculty may place an item on the agenda of department meetings. Voting in such meetings shall be secret if this is requested by any department Faculty in attendance. Department meetings are closed unless specifically declared open upon majority vote.

ARTICLE XII: DEPARTMENT CHAIRS

In addition to the provisions for department chairs contained in the *University Statutes*, the following shall also pertain to department chairs in the College.

Each chair shall be appointed by and responsible to the Dean for administration of their department. After consultation with the Regular Faculty of the department, the Dean selects department chairs. On the occasion of the reappointment of a chair or the selection of a new chair from within a department, the Dean shall solicit the written recommendation of each member of the Regular Faculty of the department.

If, in consultation with the Regular Faculty of the department, the Dean determines that a chair is to be selected from outside the College, the Dean or the Dean's designee shall appoint and chair a search committee composed of no more than five nor fewer than four members. Two members shall be Regular Faculty in the department in which the vacancy exists and one member shall be an undergraduate major in that department. If a fifth member is to be appointed, the fifth member shall be Regular Faculty from a department whose work will be significantly affected by the appointee. It shall be the duty of the search committee members from the department to solicit a list of candidates from their colleagues in the department. The committee shall evaluate and interview qualified candidates and rank them in order of preference. This list shall be presented to the Faculty of the department and no appointment shall be made by the Dean until the written comments of the Faculty of the department have been received.

Designation as interim chair of a department shall be a temporary appointment and shall normally not extend beyond one year without reconsideration and reappointment. The duties, responsibilities and jurisdiction of chairs and interim chairs shall be the same.

Rarely shall an administrator of the College be appointed a department chair, and then only on an interim basis.

In the exercise of their normal administrative responsibilities, department chairs shall:

- A. Demonstrate leadership in encouraging excellence in teaching, service, and scholarship in their departments.
- B. Exercise immediate supervision over Faculty in their department. In this capacity chairs shall be responsible for recruiting, developing and training Faculty in their department. Chairs shall also make recommendations concerning salary, promotion, tenure, appointment and termination of Faculty and staff in their departments.
- C. Plan, implement, and evaluate their department's programs, courses, and budget.
- D. Secure all property in their department's possession.
- E. Call and preside at department meetings and prepare or direct the preparation of minutes of all formal meetings to be filed with the Dean.

ARTICLE XIII: DEAN

In addition to the provisions for deans contained in the *University Statutes*, the following shall also pertain to the Dean of the College (the "Dean").

In the case of the initial appointment of a new Dean, the President of the University shall proceed according to the provisions of the *University Statutes*. The Faculty on the Search Committee formed pursuant to the *University Statutes* shall make periodic reports to the Faculty Senate so that the Faculty Senate may provide advice and counsel.

Pursuant to provisions of the *University Statutes*, a performance review of the Dean shall be conducted once every three years.

ARTICLE XIV: AMENDMENTS

A two-thirds vote of the members of the Faculty Senate with voting privileges who are present and voting at the meeting at which the vote takes place shall be required to amend these By-Laws. Proposed amendments must be posted on the Faculty Senate website at least two weeks before the meeting at which they are to be considered.

Adopted April 3, 2003
Amended March 18, 2004
Amended February 1, 2005
Amended December 6, 2005
Amended March 14, 2006
Amended February 23, 2010
Amended February 15, 2011
Amended January 19, 2013
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Amended March 13, 2018
Amended April 17, 2018
Amended May 1, 2018
Amended April 2, 2019
Amended May 7, 2019
Amended November 10, 2020
Amended and Restated May 4, 2021
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