

## APPENDIX F

### RULES OF ORDER FOR THE COLLEGE OF ARTS AND SCIENCES FACULTY COUNCIL (CASFC) AND CAS FACULTY COMMITTEES

In this appendix, except where otherwise noted, the College shall refer to the College of Arts and Sciences, the Dean to the CAS Dean, the Faculty Council to the CAS Faculty Council, Faculty Committees to CAS Faculty Committees, and faculty members to members of the full-time instructional CAS faculty.

#### F.1 ORGANIZATION OF THE CAS FACULTY COUNCIL

**F.1.1 Role of the CAS Faculty Council** The CAS Faculty Council (CASFC) is a representative body, which shall serve as the official voice of the CAS instructional faculty on all matters that fall within its jurisdiction. The purpose of the Faculty Council is to create an effective legislative, **advocacy**, and advisory body to ensure representation of CAS faculty interests and to fulfill the authority and responsibilities delegated to the faculty in §2.2.1 in this Handbook as it relates to CAS (see F.3.2). In addition, the CASFC is responsible for communicating with CAS departments and administrators and the UFC. Service on the CSFC is considered an important part of a faculty member's professional responsibility.

**F.1.2 CAS Faculty Council Membership** The CASFC shall be comprised of the elected CAS representatives to the UFC. If elected as a CAS UFC representative, a faculty member must relinquish any position currently held on any college or university faculty standing committee and is prohibited from serving on any standing committee while serving as CAS UFC representative.

#### F.1.3 CAS Faculty Council Representatives

**F.1.3.1 Terms of service** Elected members of the UFC will serve staggered three-year terms as described in §2.3.4.

#### F.1.3.2 Elections

Elections will be conducted by the CAS representative on the University Faculty Organization Committee. CAS UFC representatives will be nominated and elected after at-large UFC representatives have been announced. There are no restrictions on the number of representatives from a single department. CAS UFC representatives may serve unlimited, consecutive terms. In the event a CAS UFC representative position becomes vacant, the Faculty Organization Committee (FOC) will conduct a special election in order to fill the vacated seat.

**F.2 OFFICERS OF THE CAS FACULTY COUNCIL** CASFC officers will be elected by members of the new CASFC as soon as possible after elections each Spring. The outgoing **Chair President** of the CASFC will conduct the election of new CASFC officers. The three officers of the CASFC shall represent each of the three divisions. The CASFC officers are responsible for ensuring communication between the departments in their division and the UFC.

**F.2.1 CAS Faculty Council Chair President** The CAS Faculty Council **Chair President** must have attained the rank of associate professor or above with tenure at the time of election. The CASFC **Chair President** will serve a one-year term. There is no limit on the number of terms a faculty member may serve as

CASFC **Chair President**. The CASFC **Chair President** is responsible for communication between the CASFC and the CAS Dean.

The Faculty Council **Chair President** shall be eligible for a one course workload reduction each spring semester during his or her term. The Dean of CAS will allocate the hire behind each May, as recommended by the outgoing CASFC **Chair President**, based on the workload experience of the previous year and expectations for the coming year.

**F.2.2 CASFC Vice Chair Vice President** The **Vice Chair Vice President** will assume the role of **Chair Vice President** in the event the **Chair President** is absent or unable to serve. The CASFC **Vice Chair Vice President** must have attained the rank of associate professor or above with tenure at the time of election.

**F.2.3 CASFC Secretary** The CASFC Secretary will be responsible for providing minutes of all CASFC meetings to be approved by the CASFC and distributed by the CASFC **Chair President** to all CAS faculty members.

### **F.3 MEETINGS OF THE CAS FACULTY COUNCIL**

**F.3.1 CASFC Meeting Chair** The CASFC **Chair President** shall normally preside at CASFC meetings. In the absence of the CASFC **Chair President**, the CASFC **Vice Chair Vice President** will preside.

**F.3.2 Business of the CAS Faculty Council** The CAS Faculty Council has the following responsibilities:

- .1 To facilitate communication between the UFC and CAS departments and faculty.
- .2 To review **and approve proposed** changes to academic offerings considered by the CAS Curriculum Committee and address any concerns **with the CAS Curriculum Committee and/or** through the UFC, **as appropriate**;
- .3 To review **and approve proposed** changes to the requirements for all degrees, majors and minors considered by the CAS Curriculum Committee and address any concerns **with the CAS Curriculum Committee and/or** through the UFC, **as appropriate**;
- .4 To **review and** approve the creation of or changes to general admissions policies for the College prior to their consideration by the UFC;
- .5 To **review and** approve the creation of or changes to academic regulations for CAS students in matters of attendance, examinations, grading, scholastic standing, honors, and awards prior to their consideration by the UFC;
- .6 To review **and approve** proposed changes to the annual faculty evaluation system and address any concerns through the UFC;
- .7 To recommend policies concerning College faculty welfare to the UFC;
- .8 To review **and approve** proposed changes to policies and procedures for tenure and promotion and address any concerns through the UFC;
- .9 To advocate on behalf of CAS academic programs and faculty.**

**F.3.3 CASFC Meeting Dates and Times** CASFC meeting dates and times will be set by the CASFC Chair President in consultation with CASFC members. The CASFC will typically meet one week briefly immediately prior to each scheduled UFC meeting or as needed. Additional or longer CASFC meetings may be called at the discretion of the CASFC Chair or the request of another CASFC representative. The CASFC Chair President will determine the time and location for additional or longer CASFC meetings subject to availability of CASFC representatives. The agenda of CASFC meetings will be set by the CASFC Chair President, with clerical assistance provided by the CASFC Secretary. The CASFC Chair will provide the complete agenda for each meeting of the CASFC to all CAS faculty at least three business days one week in advance and will include the minutes of the previous CASFC meeting with the agenda.

**F.3.4. Quorum for CASFC Meetings** Five CASFC members shall be a quorum for the transaction of business. A smaller number may only adjourn.

**F.4 CAS FACULTY COMMITTEES** Since most detailed work of the faculty is accomplished through committees, committee service provides the faculty member with an opportunity to shape academic policy. In addition to teaching and advising, participation on faculty committees is regarded as an integral part of a faculty member's professional responsibility. Service on faculty committees is expected and is counted as part of the faculty member's service obligation.

**F.4.1 Organization of and General Procedures for Faculty Committees** New committee members normally are appointed or elected during the spring semester and begin their term in the fall. Unless its charge provides otherwise, each faculty committee elects during the spring semester a Chair, Vice-Chair and a Secretary from its faculty membership to serve the following year. No member may chair a committee upon which he or she has not served previously for at least one year, and no member may serve as chair for more than two years during any single term of service. Meetings of faculty committees shall be called by their chairs or by fifty percent of the members of the committees. A simple majority of the committee membership shall constitute a quorum. Faculty committees, except the Promotion and Tenure Committee, will submit copies of their approved committee meeting minutes or reports to the CASFC Chair after each of their meetings. The CAS FC Chair and Secretary will ensure that all approved minutes of the CAS FC are posted on the CAS Dean's website in a timely manner. Prior to the end of the 9 month contract period (May 15), secretaries of faculty committees, except the Promotion and Tenure Committee, will deposit copies of committee minutes for the previous academic year in the University Archives.

**F.4.2 Consideration of Business by Faculty Committees** Faculty committees consider issues mandated by their written charges. Individual faculty members may also informally bring issues to the attention of any committee by writing to the committee's chair. CAS faculty Committees are not obligated to deal with issues raised informally, but the committee's chair or secretary should report the committee's reaction to the faculty member raising the issue and retain all correspondence in committee files.

**F.5 ORGANIZATION OF CAS STANDING COMMITTEES** Standing committees are permanent, have responsibilities fixed by their written charges, have members elected from the CAS faculty and report to the CASFC.

**F.5.1 Election to Committees** The CAS representatives to the University Faculty Organization Committee (UFOC) are charged with CAS faculty organization. The duties of the CAS representatives on the UFOC include:

.1 Elect members of CAS standing committees according to the procedures outlined in this section of the faculty handbook.

.2 Elect CAS representatives on University standing committees (including the UFOC) according to the procedures outlined in Section 2.5 of the Faculty handbook.

.3 Appoint or elect CAS representatives on any advisory or ad hoc committees as specified in each committee's charge.

**F.5.2 Elected Members of Standing Committees** Members of the CAS Standing committees are elected by the CAS full-time instructional faculty. Any member of the faculty who meets the criteria for membership may be elected to a standing committee.

**F.5.2.1 Procedures for Selecting Nominees for Elected Committee Positions** Nominees for elected positions will be determined as described in §2.5.2.

**F.5.2.2 Procedures for Committee Elections** Once nominations close, electronic ballots will be distributed to all voting-eligible faculty members. Voting eligible faculty includes all persons holding academic rank (see sections 3.2-3.6.1). Faculty will have at least five business days after distribution to submit ballots or record their votes electronically. This will be done in a manner that assures anonymity and confidentiality. Faculty may only be candidates for one committee or office. Ballots shall solicit rankings of candidates by voters, with lower numbers indicating greater preference. Ties shall be permitted on individual ballots.

**F.5.2.3 Procedures for Determining Winners of Committee Elections** In order to be declared the winner of an election, a nominee must be the winner of a Condorcet method calculation. If more than one position on a committee is being filled in an election, those positions shall be filled in order of Condorcet ranking. Election results are announced by early April.

**F.5.3.4 Procedures for Other Elections** Any other elections conducted will follow the procedures outlined in §F.8.3.1-F.8.3.3. Election results will be announced when final.

**F.5.3.5 Procedure for Nominating and Electing External Member for Promotion and Tenure Committee** At the beginning of every third spring term, the nominations for the external position (three-year term) on the Promotion and Tenure Committee will be solicited. Nominees (1) may come from either the College of Education or the College of Business faculties, (2) may be nominated by any member of the University Faculty, any College, (3) must have attained the rank of Associate or above with tenure, and (4) must agree to the nomination. Once the Call for Nominations has closed, ballots will be distributed to all voting-eligible CAS faculty according to the procedures outlined in §F.8.3.2. Run-off elections will be conducted according to the procedures outlined in §F.8.3.3. Any temporary replacement for an external member who is on sabbatical or leave will be elected according to the procedures outlined in §2.5.3 and §F.8.4.

**F.5.3.6 Limitations on Membership to Standing Committees** Members of the CAS instructional faculty may serve simultaneously on only one of the following: UFC, CAS standing committee, University standing committee.

**F.5.4 Temporary Replacements for Members of Standing Committees** If faculty members are unable to serve part of a term on a committee (due to such factors as academic leave or illness), temporary

replacements will be elected for elected standing committees and appointed for appointed standing committees for the duration of their absences. Upon their return, absentee faculty members will complete the original three-year term. Faculty members who are appointed or elected as temporary replacements on standing committees are eligible for consideration for a three-year term on their own on the same or another standing committee. Committee members will generally serve staggered terms, with one-third of faculty positions filled each year.

**F.5.5 Administrative and Student Representatives to Standing Committees** All standing committees except the Promotion and Tenure Committee have at least one permanent member representing the administration with all the privileges of non-voting ex officio members. In addition, students serve as non-voting members of the CAS Curriculum Committee. They are appointed by the Dean on the recommendation of the President of the Student Government Association.

**F.5.6 Schedule of Meetings for Standing Committees** Standing committees determine their own meeting schedules. Committee meetings should be coordinated with the UFC and the college faculty meeting schedule that is developed by the Provost's office in collaboration the UFC leadership and the presiding officers of the college governing bodies. The schedule of UFC and college-governing body meetings is announced by July 1 of each year. Standing Committee chairs will announce the schedule for their meetings no later than August 30 each year.

## **F.6 THE STANDING COMMITTEES OF THE CAS FACULTY**

Standing committees implement specific areas of established policy. These committees report to, and the recommendations of these committees shall be reviewed, by the CASFC.

**F.6.1 CAS Curriculum Committee** The committee consists of six elected faculty members, two non-voting student members appointed by the Dean, and, as non-voting ex officio members, the Associate Dean of the College of Arts and Sciences, and a representative of the Registrar's Office. The committee's duties are to:

.1 Study and recommend to the CASFC action concerning policy on procedure and criteria for approval, deletion, and change of all CAS course offerings and numbering, prerequisites, co-requisites, departmental majors and programs, minors, general degree requirements, proposed new majors and minors, study abroad, and exchange programs.

.2 Review and approve or reject proposals from the various CAS departments for new degree programs, majors, minors, concentrations, certificates, or courses; for changes to degree programs, majors, minors, certificates, or concentrations; and for changes to individual existing courses, including changes in course numbering, title, credit hours, catalogue description, or pre-and co-requisites; and requests to delete a course from the catalogue. Such approvals are then reviewed by the CASFC and referred to the UCC. In its deliberations, the committee will consider general philosophy, departmental and general university facilities, staffing, and current course offerings.

.3 Review at its discretion the frequency of offering, numbering, and general relevance of all college courses, including the frequency of special topics and seminar courses, making recommendations for change to departments or the CAS Dean as appropriate.

.4 Review and approve or reject criteria for special majors and applications for special majors in the College.

**F.6.2 CAS Promotion and Tenure Committee** The committee consists of nine elected faculty members, eight from the College of Arts and Sciences and one faculty member external to CAS, all to be elected by the CAS faculty. All members must have attained the rank of associate professor or above with tenure, and at least four members shall have attained the rank of full professor, by the date of election. Members serve staggered three-year terms, with three persons elected each year. The committee elects a chair from its membership. Members are nominated and elected according to the rules spelled out in §F.5.3.5 of this Handbook. The committee's duties are to:

.1 Make recommendations in the matters of promotion according to College faculty promotion policy and procedures (Appendix I, §§ I.1-2 of this Handbook). In making its recommendations, the primary responsibility of the committee is to evaluate all candidates' applications according to the criteria stated in the Faculty Handbook.

.2 Make recommendations to the Dean in matters of tenure according to College faculty tenure policy and procedures (Appendix I, §§I.3-4 of this Handbook). In making its recommendations, the primary responsibility of the committee is to evaluate all candidates' applications according to the criteria stated in the Faculty Handbook.

.3 Recommend changes in promotion and tenure policy or procedure to the CASFC.

**.4 Make recommendations for faculty required to participate in Unsatisfactory Performance Review (See §6.9.3).**

**F.7 SUBCOMMITTEES** If a standing committee cannot, for practical reasons, consider a matter under its purview, it may choose to form a subcommittee for the purpose of conducting its business. The subcommittee must have, as voting members, at least two members of the standing committee. Additional voting members of the subcommittee will be appointed by the standing committee to serve as ex officio members of the subcommittee. The chair must be a member of the standing committee. The subcommittee will report directly to the committee that formed it.

**F.8 OTHER COLLEGE COMMITTEES** Faculty members may also be appointed to serve on other CAS committees. Unless otherwise specified when the committee is created, appointed faculty members on CAS advisory committees serve staggered three-year terms beginning the fall after appointment and are not eligible for reappointment to the same committee for two academic years following a term of service. All appointments of faculty to CAS advisory committees are coordinated by the CAS representatives on the University Faculty Organization Committee. Appointed members of CAS committees are determined in April of each year. The appointed Committee members shall be selected following an annual poll of members of the faculty to ascertain their preferences for possible committee appointments. In addition to these expressed preferences and any membership requirements for the committee, the CAS UFOC members will consider: balance among committee members of discipline, rank, gender, and length of service; time since previous committee service; current service on other committees; and any expertise or experience of the potential appointee that can serve the committee in

carrying out its charge. All appointments to committees are announced to the faculty by the CAS UFOC members prior to the final day of classes in the Spring semester.

**F.8.1 Faculty Development and Grants Committee** The committee consists of six appointed faculty members, and the Dean (or designee) as an ex officio member. The committee's duties are to:

- .1 Study and recommend policies concerning faculty development to the CASFC or CAS Dean as appropriate.
- .2 Provide recommendations with regard to the funding of faculty development grant proposals as requested by the CAS Dean.
- .3 Advise the Dean of any concerns with application procedures and evaluation criteria for faculty development grants.

**F.8.2 Advisory Committees** The CASFC may, at its discretion, create an advisory committee. An advisory committee is a group which advises the CASFC, an administrator, or program director. The responsibilities and process of appointing members on these committees and the duration of the committee must be specified when a new committee is created.

**F.9.2.1 Faculty Participation on Advisory Committees** Service on advisory committees does not affect a faculty member's eligibility for appointment to a standing committee, but it may influence standing committee nominations and appointments in that no faculty member should be burdened with excessive committee responsibilities. Usually, two concurrent committee assignments, one standing and one advisory, constitute the maximum committee service expected of an individual faculty member.

## **F.9 MEETINGS OF THE CAS GENERAL FACULTY**

**F.9.1 Meeting Rules** Meetings of the CAS general faculty shall be conducted according to Robert's Rules of Order.

**F.9.2 CAS General Faculty Meeting Chair** The CASFC **Chair President** shall normally preside at CAS general faculty meetings.

**F.9.3 Business of the CAS General Faculty** The business of the CAS general faculty is: (1) to debate and vote on CASFC actions of concern; and (2) at any special meeting of the CAS general faculty to discuss matters of concern to the CAS instructional faculty. The **Chair President** of the CASFC is responsible for calling meetings of the CAS general faculty when the CASFC votes that a general faculty meeting is necessary. At least three days' notice in writing shall always be given, unless an emergency meeting is deemed necessary in order to deal with a specific issue, in which case the CASFC **Chair President** may call such a meeting. In addition, the submission of a petition with the signatures of ten members of the CAS faculty above the rank of **instructor Senior Lecturer** representing five or more departments shall be sufficient for a General meeting of the CAS faculty to be called.

**F.9.4 Quorum** One half plus one of the members of the CAS full-time instructional faculty, representing at least ten departments, shall be a quorum for the transaction of business. A smaller number may only adjourn.