

# **COLLEGE OF ARTS, SCIENCES, AND EDUCATION**

## **Florida International University**

### **CONSTITUTION**

#### **PREAMBLE**

This Constitution provides the structure of democratic governance for the College of Arts, Sciences, and Education and its constituent units. It reflects a system of governance that is collegial, participatory, and representative of the diversity of our College, while ensuring departmental autonomy and integrity, and preserving the academic missions of the various units in the College. The relationship between our faculty who serve as administrators and our faculty who primarily teach and engage in creative activities and research should be one of mutual respect, trust, consultation, and cooperation. The need for timely, efficient, and judicious decision making by our faculty administrators is recognized. At the same time, in the interest of governance and collegiality the Faculty of the College of Arts, Sciences, and Education reserves the right to comment upon, request clarification of, or recommend modifications to any administrative action taken by the College.

#### **ARTICLE I. TITLE, RESPONSIBILITIES AND RIGHTS**

A. The College of Arts, Sciences, and Education, hereinafter “the College,” is a unit of Florida International University organized to develop and conduct curricula of study, engage in research and creative activities, and present candidates for degrees.

B. The Faculty of the College shall exercise control over the academic affairs of the College subject to the approval of the University President and the Board of Trustees. The Faculty of the College shall establish requirements of the College for entrance, graduation, and the form of degrees to be conferred. It shall determine the arrangement and content of curricula. It shall recommend to the University President the granting of degrees to those of its students who shall have fulfilled the requirements for degrees.

C. The Bill of Collective Rights and Principles of Governance adopted by the Faculty Senate of Florida International University is incorporated herein.

#### **ARTICLE II. COLLEGE ORGANIZATION AND GOVERNANCE**

A. The College includes all faculty contractually assigned to a Department of the College or to the Office of the Dean. The College shall be governed by the College Assembly, Council of Chairs and Directors, Office of the Dean, and constituent departments.

1. The Faculty of the College shall be organized into a College Assembly (hereinafter, “the Assembly”), a deliberative body that represents the interests of the faculty, serves as a policy-

making body, and acts in an advisory capacity to the Council of Chairs and Directors (hereinafter, “the Council”), and the Dean of the College.

2. The Department Chairs and the Directors of interdisciplinary, degree-granting programs of the College shall be members of the Council, a deliberative body that represents the interests of the departments and programs, recommends policy, and acts in an advisory capacity to the Assembly and the Dean

3. The executive functions of the College shall be directed by the Office of the Dean. The Office of the Dean shall represent the interests of the College to the university administration, and shall oversee the allocation of resources within the College and its affiliated units.

4. The departments, the constituent units of the College, shall be responsible for the day-to-day implementation of the College’s mission.

#### B. Officers of the College.

1. The Dean. The chief executive and administrative officer of the College shall be the Dean. The Provost shall appoint the Dean. Concurrently with her/his appointment as Dean, the Dean must be tenured in one of the departments of the College.

a. The Dean shall support the academic culture and mission of the College as described in the Preamble of this Constitution, be responsible to the University President and the Provost for the administration of the College and shall be the agent of the faculty for the execution of educational policy.

b. The Dean shall have the authority to appoint Associate Deans from the College faculty, as she/he deems necessary to serve in the Office of the Dean. Associate Deans shall have a faculty appointment. Vacancies shall be announced to the faculty in a timely manner, and the Dean shall solicit nominations and self-nominations from among the College faculty. If no suitable candidate is identified, nominations and self-nominations shall be solicited from among the University faculty. Should no suitable candidate be identified, the Dean may initiate an external search in accordance with University policy and appropriate search and screen procedures.

c. The Dean shall provide regular reports to the Assembly, the Steering Committee of the Assembly, and the Council on matters of importance to the College, as requested.

d. The Dean may call special meetings of the Council and/or the Assembly, after consulting with the President of the Council and/or the Chair of the Assembly, and shall be permitted appropriate time to address the respective bodies at all Assembly and Council meetings.

2. The Chair of the College Assembly. The Chair shall be elected by the Assembly during the last four weeks of the spring semester to serve for a two-year term, beginning August 1 of the year she/he is elected. The Chair shall preside at meetings of both the Assembly and the

Steering Committee, and shall serve as the Assembly's representative to the Dean and the Council of Chairs and Directors.

3. The Vice Chair of the College Assembly. The Vice Chair of the Assembly shall be elected by the Assembly during the last four weeks of the spring semester to serve for a two-year term beginning August 1 of the year she/he is elected. The Vice Chair shall serve as Parliamentarian of the Assembly and Steering Committee, and as Vice Chair of the Steering Committee. He/she shall preside at Assembly and Steering Committee meetings in the absence of the Chair.

4. The Secretary of the Assembly. The Secretary of the Assembly shall be elected by the Steering Committee from among its members at its first meeting of the year. The Secretary shall record and maintain the minutes of the Steering Committee and the Assembly; distribute the minutes of the Assembly to the College Faculty; with the Chair and Steering Committee, prepare and distribute the agenda of the Assembly; and supervise all voting by the Assembly.

5. The President of the Council of Chairs and Directors. The President of the Council shall be elected to a one-year term by the Council from among its members at its first meeting of the academic year. The President shall serve as the Council's representative to the Dean and the College Assembly, and with the Dean, set the agenda for meetings of the Council. The President may call special meetings of the Council.

6. The Vice President of the Council of Chairs and Directors. The Vice President of the Council shall be elected to a one-year term by the Council from among its members at its first meeting of the academic year. The Vice President shall serve as the Council's Parliamentarian. He/she shall preside at Council meetings in the absence of the President.

#### C. The College Assembly.

1. The Assembly provides a structure for faculty governance and participation on matters of importance to the College. These matters may include, but are not limited to:

- a. Development of curricula to enhance the educational mission of the College;
- b. Creation of an academic environment that encourages research and creative activities;
- c. Oversight of procedures to evaluate the Dean, and the Associate and Assistant Deans;
- d. Establishment of College committees and the election of members to at-large committees;
- e. Election of representatives of the College to the Faculty Senate, its standing committees, and other University-wide committees;
- f. Consideration of policies recommended by the Council of Chairs and Directors; and,
- g. Any matter of academic and professional concern.

## 2. Membership.

a. Voting members of the Assembly shall be all those who are tenured, hold a tenure-earning appointment, or hold a full-time appointment as lecturer, instructor, research faculty, or clinical faculty in the College. Full-time faculty who hold a joint appointment in one of the constituent Departments shall also be voting members. Retired faculty who previously qualified under this section and who are participating in a retirement program involving appointment at a minimum of 0.50 FTE per academic year shall be included as voting members. Part-time faculty and those in post-doctoral positions are not eligible to vote.

b. The University President and the Provost are non-voting ex-officio members of the Assembly.

3. Meetings of the Assembly shall be called by the Chair of the Assembly in consultation with the Steering Committee. Special meetings of the Assembly may be called by the Dean after consulting the Chair of the Assembly.

4. The Assembly shall meet at least once each fall and spring semester, and may meet more often at the call of the Chair and the Steering Committee, or upon petition of the faculty in accordance with the By-Laws to this Constitution.

5. The Assembly may consider any matter that affects the College including, but not limited to, its educational mission; the integrity of its academic units and degrees; the professional development and creative and research activities of its faculty; the academic and creative performance of its students; administrative policies and decisions; and matters of faculty governance.

## D. The Council of Chairs and Directors.

1. The Council serves as the representative body of the departments and interdisciplinary degree-granting programs of the College, and acts in an advisory capacity to the Assembly and the Dean. The Council serves as the primary interface between the Assembly and the Dean. The Council shall advise the Dean on any matter of concern to the College. It will address issues brought to it by the Dean and raise issues for the Dean's consideration.

2. Membership is limited to department chairs and directors of interdisciplinary degree-granting programs of the College and the Assembly Chair. The Dean, Associate and Assistant Deans, and Assembly Vice Chair shall be ex-officio members.

3. Members of the Council may designate an alternate who may vote in the member's absence.

4. The Dean and the Council President, in consultation with each other, shall schedule regular Council meetings and set the agenda. If necessary, the Dean may call a special meeting of the Council after consulting with the Council President.

5. The Council may deliberate, seek information and receive regular reports from the Dean and his/her staff, consult with the Chair and Steering Committee of the Assembly, and with the support of a majority of its members, make academic policy recommendations to the Assembly. Recommendations adopted by the Council will be referred to the Steering Committee for consideration at the next Assembly meeting.

6. The Council may consider any matter that affects the College, including, but not limited to, administrative support and services; allocation of financial, human and material resources; organizational matters affecting the College; educational and student matters; the professional development and creative and research activities of the faculty; the academic and creative performance of students; matters of faculty governance; and any issue referred by the Dean, the Dean's representatives, or the Steering Committee of the Assembly.

E. Reorganization of the College and/or constituent units of the College.

1. Reorganization of the College and/or constituent units of the College is defined as any modification of established units, namely departments and interdisciplinary degree-granting programs, whether it is by creating new units, by combining all or part of existing units into new units, or by terminating units.

2. Proposed reorganizations of the College and/or its constituent units shall be referred to the President of the Council, the Chair of the Assembly, and all affected units in a timely fashion, such that faculty can provide meaningful input. Reorganizations require thorough and appropriate deliberation with advisory votes taken by the Council of Chairs and the Assembly, which may be transmitted to the Dean, Provost, University President, and the Board of Trustees. Reorganizations must comply with the Constitution and By-Laws of the Faculty Senate, and be approved by the University President and Provost.

### **ARTICLE III. DEPARTMENTS**

A. Departments shall be the basic foundational units of the College. The "Department" shall be defined as the collective of all tenured and tenure-earning faculty members, and those holding the rank of instructor, lecturer, research faculty, or clinical faculty, who are assigned by contract to the department or who have been granted joint appointment status.

B. Department Decisions.

1. Decisions by departments shall be made by a majority vote unless otherwise specified by university policy or by department policy adopted and published in accordance with Article III, Paragraphs B.2 (a-b), B.3, and D of this Constitution.

2. Departments may adopt policies that limit the voting eligibility of its membership by rank, by appointment status, or by issue.

a. No department shall limit the voting rights of tenured or tenure-earning members who are present at department meetings, except in cases mandated by university policy.

b. Any policy that limits voting eligibility within the department must be submitted to the Office of the Dean and the Steering Committee of the Assembly upon its adoption.

3. Departments may adopt policies that permit proxy voting by members not present at meetings. Policies governing proxies must include a timetable for submitting proxy votes, the method by which proxy votes may be submitted and received, and must identify who will receive proxy votes and determine their validity under the department's policy. Department policy governing proxy voting must be submitted to the Office of the Dean and the Steering Committee of the College upon its adoption.

4. Department meetings shall be conducted in accordance with the current edition of Robert's Rules of Order, or alternative rules as determined by department by-laws.

### C. Department Chairperson.

1. The day-to-day activities of a department shall be conducted by the department faculty through a chairperson. The department chairperson shall be the representative and administrative officer of the department and shall have general responsibility for the activities of the department.

2. Chairpersons shall be nominated by majority vote of the faculty of their respective department and appointed in accordance with university policy and department governance as described herein.

3. The College's standard for unit governance in the context of leadership selection is one in which the faculty have the right to participate in a meaningful way in the selection of their chairperson. The Dean should normally afford great deference to the democratic processes and decisions of the department on all matters regarding the selection of chairpersons.

4. When there is a vacancy in the position of chairperson, the Dean shall initiate the selection process for a new chairperson by consulting with the respective department. This consultation will include consideration of the option of conducting an external search to seek an outside candidate.

5. When necessary, the department may nominate by majority vote of the faculty and the Dean may appoint an Acting Chairperson who may serve no more than one calendar year or until an election can be held to select a chairperson under Article III, Paragraphs C.2-4 of this Constitution.

6. Chairpersons will normally serve a term of four years, which may be renewed or extended following subsequent election by department faculty held in accordance with the By-Laws to this Constitution and department policy.

7. Chairpersons may be subject to a vote of “no confidence,” which shall serve as a recommendation to the Dean that the appointment be terminated in accordance with the By-Laws to this Constitution.

8. Chairpersons will be evaluated annually by their department and by the Dean. All members of the department, as defined in Article III, Paragraph A of this Constitution, may participate in the university’s evaluation process. If the department has its own internal evaluation process of the chairperson, the department’s evaluation of the chairperson shall be forwarded to the Dean not later than June 15, for the Dean’s consideration.

D. Department policies and procedures shall conform to the Constitution and By-Laws of the College.

#### **ARTICLE IV. COMMITTEES**

##### A. Curriculum Committee.

1. The Curriculum Committee shall be a department-representative College committee whose membership shall also include one representative from each interdisciplinary degree-granting unit. Members will be elected or appointed in accordance with the By-Laws of this Constitution.

2. The Curriculum Committee shall review matters affecting the curriculum of the College, including proposals for new academic programs, modifications to existing academic programs, termination of academic programs, new course proposals, course change requests, and course deletion requests; provide College representation to related university curricular committees; and perform other related duties assigned to it by the Assembly or the Dean.

3. The Curriculum Committee will establish written policies and procedures, which shall be maintained on file in the Dean’s Office.

B. Elections Committee. The Elections Committee shall be an at-large committee elected by the Assembly in accordance with the By-Laws of this Constitution. The Committee shall be responsible for running annual elections for Assembly officers, members of College-wide committees, College representatives to the several Faculty Senate committees and to other University-wide committees.

##### C. Steering Committee.

1. The Steering Committee shall be an at-large committee elected by the Assembly in accordance with the By-Laws of this Constitution. The Chair and Vice-Chair of the Assembly shall be ex-officio members.

2. The Steering Committee shall schedule and issue calls for meetings of the Assembly; prepare the agenda for Assembly meetings; adopt special rules for deliberations and balloting on scheduled agenda items; communicate with the Assembly; establish rules for voting by mail or electronic ballots; solicit nominations to elective offices and at-large committees of the College;

maintain copies of policies adopted by departments on voting eligibility, proxy voting, and the chair nomination process; and perform other related duties assigned to it by this Constitution or its By-Laws, the Assembly, or the Dean.

3. The Steering Committee will establish written policies and procedures, which shall be maintained on file in the Dean's Office.

D. Tenure, Promotion, and Personnel Committee.

1. The Tenure, Promotion, and Personnel Committee shall be an at-large committee elected by the Assembly in accordance with the By-Laws of this Constitution.

2. The Tenure, Promotion, and Personnel Committee makes recommendations to the Dean on candidates for tenure and promotion, and performs other related duties assigned to it by the Assembly, the Dean, or as it deems necessary and appropriate within the scope of its mandate.

3. The Tenure, Promotion, and Personnel Committee will establish written policies and procedures, which shall be maintained on file in the Dean's Office.

E. Additional committees, either standing or ad hoc, may be established by a majority vote of the Assembly in accordance with the By-Laws of this Constitution.

#### **ARTICLE V. BY-LAWS**

The Assembly shall adopt By-Laws to this Constitution.

#### **ARTICLE VI. AMENDMENTS AND REVISIONS**

A. An ad hoc seven-member Constitution Revision Committee with at-large representation will be elected by the Assembly for the purpose of reviewing this Constitution and the By-Laws, crafting any appropriate revisions to the Constitution and By-Laws, and presenting recommended revisions in the form of motions to the Assembly for its consideration and adoption. The first Constitution Revision Committee shall be elected at the first meeting of the Assembly in Fall 2020, and shall be assembled every ten years thereafter. The Constitution Revision Committee is expected to complete its work within the academic year in which it is appointed.

B. Written notice of an intent to offer amendments and/or revisions to this Constitution and By-Laws, and the text of any proposed amendments and/or revisions, must be submitted to the Steering Committee at least fifteen working days prior to a meeting of the Assembly and must be distributed by the Steering Committee to all members of the Assembly at least ten working days prior to the initial consideration of any such motion by the full Assembly.

C. A two-thirds vote of the Assembly is required for the adoption of any amendment or revision to this Constitution.

## **ARTICLE VII. IMPLEMENTATION AND TRANSITION**

A. This Constitution shall take effect upon ratification by two-thirds of those in attendance at the inaugural Assembly meeting.

B. Nominations and elections to the office of Chair and Vice-Chair of the Assembly and President and Vice-President of the Council shall take place as soon as practical. The Dean's office shall coordinate and conduct the first election. For transition purposes, the elected Chair and Vice-Chair of the Assembly, and President and Vice-President of the Council shall serve the balance of the academic year in which they are elected in addition to a full term according to Article II, section B, subsections 2-3, and 5-6 of this Constitution.

C. During the six months following the adoption of this Constitution, the Steering Committee is charged with adopting expedient measures necessary to implement this Constitution effectively, and it shall propose to the Assembly those amendments and by-laws necessary to remedy any constitutional defects or oversights.

Adopted April 1, 2016

## **THE COLLEGE OF ARTS, SCIENCES, AND EDUCATION**

### **Florida International University**

#### **BY-LAWS**

#### **ARTICLE I. THE COLLEGE ASSEMBLY**

##### **A. Announcements and Agenda.**

1. Regular meetings of the College of Arts, Sciences, and Education (hereinafter, “the College”) Assembly will be called by the Steering Committee, which shall determine the time, date, place, and agenda of the meeting. The Dean, in consultation with the Chair of the Assembly, may also call special meetings of the College Assembly (hereinafter, “the Assembly”).
2. Special meetings of the Assembly will be called by the Steering Committee upon receipt of a signed petition supported by ten percent (10%) of the membership of the Assembly. The meeting shall be scheduled within the semester in which the petition is received, or as soon as practicable.
3. The Steering Committee shall announce the meeting, issue a call for agenda items, and distribute minutes of the previous meeting and a tentative agenda at least ten (10) working days in advance.
4. Agenda items or motions to be brought before the Assembly may be submitted to the Steering Committee by any member of the Assembly, the Council of Chairs and Directors, or by the Dean.

##### **B. Rules.**

1. The Steering Committee, as part of its agenda-setting process, may adopt special rules governing the deliberation of the Assembly on any motion, agenda item, or constitutional amendment/revision, provided that the rules are announced at the beginning of the meeting of the Assembly. These rules may include time limits for debate, limiting amendments from the floor by substantive content or by number, or limiting the number of members who may address the Assembly. The Assembly may reject any or all of the special rules for deliberation by a motion supported by two thirds of those present.
2. The Steering Committee, as part of its agenda-setting process, may adopt special rules governing the time, place, and manner of balloting on any motion, agenda item, or constitutional amendment/revision, except as otherwise provided for by the Constitution and By-Laws of the College. Special rules regarding balloting shall be announced prior to commencing deliberation. Balloting may take place at a meeting of the Assembly or, for significant matters, by electronic or paper balloting of all members of the Assembly during a reasonable period of time not to exceed three weeks following the Assembly meeting during which the matter was deliberated.

C. Meetings.

1. The Chair of the Assembly will preside at meetings of the Assembly. In the event the Chair is unavailable, the Vice-Chair will preside.
2. Meetings of the Assembly will be in accordance with the College Constitution, these By-Laws, and Robert's Rules of Order (latest edition).
3. A quorum of the Assembly shall be ten percent (10 %) of eligible members for the purpose of conducting College business, receiving reports, and deliberating upon any matter. For purposes of calculating a quorum, the size of the Assembly will exclude faculty who are on sabbatical or leave of absence.
4. The Assembly shall be provided an opportunity to deliberate on any matter upon which it will be asked to vote.

D. Voting and Ballots.

1. Each member of the Assembly shall have one vote.
2. Balloting that takes place at a meeting of the Assembly may be by voice vote, by a show of hands, by division of the body, or by written ballot. When votes are taken during a meeting, a majority vote of all Assembly members present shall determine the outcome, except as otherwise provided for in the College Constitution or these By-Laws. Proxy, absentee, or mail-in votes shall not be accepted.
3. When balloting takes place by electronic or paper balloting following a meeting of the Assembly, a majority of all votes cast on the motion within the permitted time frame shall determine the outcome, except as otherwise provided for in the College Constitution or these By-Laws. Proxy or absentee votes shall not be accepted.
4. Nominations and elections to Chair, Vice-Chair, and at-large committees of the College shall be conducted by electronic or paper balloting during the spring semester.

**ARTICLE II. COUNCIL OF CHAIRS AND DIRECTORS**

- A. The Council of Chairs and Directors (hereinafter, "the Council") will elect from among its members a President and Vice-President during its first meeting of the fall semester. The new officers will assume their duties following the first meeting.
- B. The President of the Council will solicit agenda items from Council members in advance of each meeting. The Dean may place items on the agenda in consultation with the Council President, and the Dean's staff will support the Council President in assembling and distributing the agenda.
- C. Meetings of the Council will be conducted by the Council President in accordance with Robert's Rules of Order (latest edition). The Vice-President shall serve as the Council's Parliamentarian.

D. Academic policy recommendations will be referred to the Steering Committee within ten working days for consideration by the College Assembly.

E. Minutes of Council meetings shall be distributed by electronic mail to the College faculty and posted on the College's website within ten business days of the meeting. The Office of the Dean shall provide appropriate support for recording and distributing Council minutes.

F. The Council shall normally meet at least once per month.

### **ARTICLE III. DEPARTMENTS**

A. Departments shall establish a policy for the chair nomination process that identifies a timetable for internal nominations and voting; conforms with policies established under Article III, Paragraphs B and C of the College Constitution; addresses term limits, if any; and establishes a balloting process.

1. Department policy governing the chairperson nomination process must be submitted to the Office of the Dean and the College Steering Committee upon its adoption.

2. All candidates will be permitted to address the department in advance of the deliberations and election; however, no candidate for chairperson may be present during department deliberations.

3. Voting will be by secret ballot.

4. The department's candidate for chair must win a majority vote. In the event that no single candidate wins a majority on the first round of balloting, the two candidates with the highest number of votes shall be named in a run-off election, which shall be held no earlier than one week, and no later than three weeks, following the first election.

5. The name of the nominee for department chairperson shall be forwarded to the Dean for appointment. Should the Dean not accept the department's candidate, the Dean will submit a written statement of explanation to the department. The department shall nominate another candidate in accordance with this Constitution and the department's policy.

B. Departments may consider and render a vote of "no confidence" in their Chairs in accordance with the College Constitution and these By-Laws. It is expected that such a vote would be taken only after all reasonable measures have been pursued and direct communications have failed to resolve the situation.

1. Motions of "no confidence" shall be made with the support of one third of the faculty eligible to vote for the chairperson's nomination under Article III, Paragraphs B and C of the College Constitution and Article III, Paragraph A of these By-Laws. The motion must be written and contain specific grievances supporting the vote.

2. The chairperson, the Dean, and all department faculty as defined by Article III, Paragraph A of the College Constitution, must be provided a copy of the motion and notice of the department meeting at which the motion will be considered not less than one week prior to the meeting.

3. A vote on the motion must be held at, or subsequent to, a deliberative meeting of the faculty to which all members of the department, as defined by Article III, Paragraph A of the College Constitution, are invited. The department chair will be permitted to make a statement and address the faculty on their specific grievances. The chairperson may not be present for the department's deliberations.

4. The motion must receive the support of at least two thirds of those members eligible to vote under Article III, Paragraphs A, B and C of the College Constitution. Voting will be by secret paper ballot, sealed in the presence of those voting.

5. Written ballots and minutes of the meeting will be transmitted to the Dean within one week of the department's vote on the motion, regardless of the vote.

6. If the department adopts the motion of "no confidence," the Dean shall terminate the appointment as soon as practical, but not later than three weeks, or meet with the department to explain why the termination is not warranted.

C. Chairs will hold at least one on-campus department meeting in each of the fall and spring semesters, at which they will report on department activities and budget. Faculty shall have the opportunity to place items on the department's meeting agenda.

D. All departments shall adopt by-laws that include at least the following components: standards and processes for tenure, promotion, and third-year review; annual assignments and evaluations processes; committee mission, membership requirements and selection; chair election and evaluation process; department voting rules; department meeting rules; search, screen, and hiring processes; and selection processes for all leadership positions in the department (e.g., associate chair, graduate directors, and undergraduate directors). Department by-laws must conform to the UFF-FIU bargaining agreement, the Faculty Senate Constitution, this Constitution, and university policies and procedures.

#### **ARTICLE IV. ELECTIONS AND APPOINTMENTS**

A. For electoral purposes, the constituent units of the College are:

Biological Sciences	Math and Statistics
Chemistry and Biochemistry	Philosophy
Earth and Environment	Physics
English	Psychology
Leadership and Professional Studies	Teaching and Learning

B. All constituents of the Faculty Senate, as defined by the Faculty Senate Constitution, Article II, Section A, shall be eligible to vote for Faculty Senators of the College and hold office in the Faculty Senate.

C. All constituents of the Faculty Senate, as defined by the Faculty Senate Constitution, Article II, Section A, shall be eligible to vote for members of the Faculty Senate's Standing Committees.

D. The College's representative to the University Curriculum Committee shall be the Chairperson of the College's Curriculum Committee.

### **ARTICLE V. COMMITTEES**

A. The standing committees of the College are the Steering Committee; the Tenure, Promotion, and Personnel Committee; the Curriculum Committee; and the Elections Committee. Other standing or ad hoc committees of the College may be established and charged by a vote of the Assembly.

B. Membership on standing committees of the College will be for two-year terms, commencing on August 1, unless otherwise specified by the Constitution or these By-Laws.

C. Committees of the College will be established as either at-large committees or department-representative committees. Further stipulations or restrictions on committee membership may be included in the College Constitution, the By-Laws, or by the resolution establishing the committee.

D. Department-representative committees shall consist of one member elected by or appointed from each of the departments of the College. Interdisciplinary degree-granting programs may also elect or appoint one member to the College Curriculum Committee. The departments and units shall submit the names of their committee representatives to the Steering Committee.

E. At-Large Committees.

1. Each at-large committee is elected by the faculty of the College, unless otherwise indicated in the College Constitution or these By-Laws.
2. At-large committees must have no more than two members from one discipline group. The discipline groups of the College and their respective units are:

Life and Behavioral Sciences:	Biological Sciences, Psychology
Education:	Leadership and Professional Studies, Teaching and Learning
Humanities:	English, Philosophy
Physical and Mathematical Sciences:	Chemistry and Biochemistry, Earth and Environment, Math and Statistics, Physics

- a. Special elections may be held in order to fulfill the membership requirements of any committee.
- b. In the event of a mid-term vacancy on any committee, the candidate with the next highest number of votes, who is in compliance with the requirements of membership stated in Article V, Paragraph E (2), serves the balance of the term.

F. The Tenure, Promotion, and Personnel Committee.

1. Terms and Membership. The Tenure, Promotion, and Personnel Committee shall be an at-large committee of the College. It shall consist of seven members who shall serve staggered, two-year terms. Members shall be elected in accordance with Article V, Paragraph E (1-2) of these By-Laws with the following stipulations:
  - a. All members of the committee must be tenured members of the faculty who are not candidates for promotion;
  - b. Chairs of departments may not serve as members of the TPP committee;
  - c. There shall be at least one member from each discipline group;
  - d. There will be no more than two members of any discipline group;
  - e. There shall be at least one member from each of the two major campuses, MMC and BBC (campus membership will be determined by principal assignment);
  - f. There shall be at least one member from each of the following groups
    - i. Female,
    - ii. Male,
    - iii. Minority, as defined by the Federal Government: Blacks, Hispanics, Asians or Pacific Islanders, and Native Americans, and
    - iv. Non-minority.
  - g. No member shall fulfill the requirements of more than two categorical groups, listed in Article V, Paragraph F (1) [e-f].
  - h. Each member of the committee will participate in a Strategies and Tactics to Increase Diversity and Excellence (STRIDE) workshop before serving on the committee, or will have done so within the last 3 years.
  - i. Each member votes on all candidates regardless of rank (except for candidates from the member's own department)
2. A procedure for electing members to the Tenure, Promotion and Personnel Committee shall be developed by the Elections Committee and published in the committee's policies and procedures. The procedures shall guarantee that the membership requirements under Article V, Paragraphs E (2) [a-b] and F (1) [a-h] of these By-Laws are met with the included parameters.

G. The Steering Committee shall be an at-large committee of the College. It shall consist of seven members who shall serve staggered, two-year terms. Members shall be elected in accordance with Article V, Paragraph E (1-2) of these By-Laws. The Steering Committee will have 2 ex-officio members (Chair and Vice Chair of the Assembly). The Chair of the Assembly shall serve as the chair of this committee.

- H. The Elections Committee shall consist of four members, elected at large, who will serve staggered, two-year terms, in collaboration with the Vice Chair of the Assembly.
- I. Committees shall elect their own chairperson by majority vote of their members.
- J. Committees shall establish written policies and procedures, which shall be maintained on file in the Dean's Office.
- K. The College Assembly may review and overrule by a majority vote any action of a College Committee except the decisions of the College Tenure, Promotion, and Personnel Committee with respect to its recommendations to the Dean.
- L. No individual shall serve on more than two College Committees, or on more than one College Committee and as an officer of the College, simultaneously.
- M. No individual may serve on the same committee for more than four consecutive years.
- N. No Associate Dean or Assistant Dean shall serve on a College Committee or as an officer of the College, except in an ex-officio capacity.

#### **ARTICLE VI. AMENDMENTS AND REVISIONS**

- A. These By-Laws may be amended by a majority vote of the Assembly provided that no proposal conflicts with the Constitution of the College, the Faculty Senate Constitution, the Collective Bargaining Agreement, or University policy.
- B. Written notice of an intent to offer amendments and/or revisions to the By-Laws, and the text of any proposed amendments and/or revisions, must be submitted to the Steering Committee at least fifteen working days prior to a meeting of the Assembly and must be distributed by the Steering Committee to all members of the Assembly at least ten working days prior to the initial deliberation by the full Assembly on any such motion.
- C. Amendments and revisions to the By-Laws shall be effective immediately unless otherwise stipulated in the resolution adopted.

#### **ARTICLE VIII. IMPLEMENTATION AND TRANSITION**

- A. The Elections Committee will randomly determine one member from each disciplinary group of the Tenure, Promotion, and Personnel Committee to serve initial one-year terms in 2016-17 in order to effect the staggered terms required by the Constitution.
- B. The Steering Committee shall determine which two of the four Elections Committee seats shall initially be a one-year term in order to effect the staggered terms required by the Constitution. Subsequent terms for this seat shall be two-years terms.

C. These By-Laws shall be effective upon ratification by two-thirds of those in attendance at the inaugural Assembly.

Adopted April 1, 2016

Amended November 2, 2017 (insertion of section G to article V.)