

# THE BYLAWS OF THE FACULTY OF THE INDIANA UNIVERSITY SCHOOL OF LIBERAL ARTS AT IUPUI

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## **I. THE FACULTY**

### **Section 1. Membership of the Faculty**

The Faculty of the School of Liberal Arts will consist of all persons on tenure or accumulating credit toward tenure in the School of Liberal Arts, resident lecturers, and any persons whose membership is ratified by majority vote of those present and voting at a regular meeting of the Faculty Assembly.

### **Section 2. Statement of Powers**

These Bylaws confirm and establish in the Faculty of the School of Liberal Arts the powers and duties herein specified.

### **Section 3. Certification of the Faculty**

At the beginning of each academic year and as appointments occur, the Dean will communicate to the Secretary of the Faculty Assembly the name, department, rank, and tenure status of each person receiving or holding an academic appointment in the School of Liberal Arts.

## **II. LEGISLATIVE AUTHORITY OF THE FACULTY**

### **Section 1. Legislative Authority**

Legislative authority is defined as the power to establish both general and specific policies and to determine procedures for their implementation.

### **Section 2. General Authority of the Faculty**

a. The Faculty will have the general power and responsibility to adopt policies, regulations, and procedures intended to achieve the educational objectives of the School of Liberal Arts.

b. Specifically, the Faculty is charged with the authority to confer degrees, to determine degree requirements, and to establish the conditions for the completion and the conferral of those degrees.

### **Section 3. Specific Legislative Authority**

Without implied limitation on the general authority of the Faculty by failure of enumeration below, the Faculty will have the legislative duties and responsibilities in the following areas as appropriate to the School of Liberal Arts:

- a. Standards of admission and retention of students,
- b. Determination of the curriculum,
- c. Class scheduling,
- d. Determination of faculty status,
- e. Standards and procedures for faculty status,
- f. Standards and procedures for faculty appointments,
- g. Standards and procedures concerning faculty tenure and promotion,
- h. Standards and procedures concerning faculty conduct and discipline,
- i. Standards and procedures for the appointment and retention of academic administrative officers,
- j. Other educational policies of this School.

### **III. THE FACULTY ASSEMBLY**

#### **Section 1. Membership**

- a. Voting membership in the faculty will be limited to those designated as “Faculty of the School of Liberal Arts.” (See Art. I, Sec. 1.)
- b. The Faculty of the School of Liberal Arts may extend non-voting membership to anyone it deems appropriate for periods of one year. Non-voting membership includes the right to speak at meetings, but not the right to serve on the Assembly’s committees.

#### **Section 2. Officers**

The officers of the Faculty Assembly will be a President, a Secretary, and four members of the Agenda Council elected at large. No two faculty members from the same department may hold office simultaneously.

##### **a. Duties of the President**

The President will preside at all meetings of the Faculty Assembly and the Agenda Council and will perform other duties appropriate to that office or as requested by the Faculty. The President will appoint a parliamentarian annually. The President’s duties are described fully in Article VII, Section 3.

##### **b. Duties of the Secretary**

The Secretary will

- (1) summarize in writing and will record in any other appropriate manner the deliberations of the Faculty Assembly and the Agenda Council.

(2) submit to all members of the Faculty the minutes of each Faculty Assembly meeting with the Agenda for the following meeting.

(3) distribute the Agenda at least one week prior to each meeting.

(4) transmit to the Dean within seven days after a meeting all main actions approved by the Faculty Assembly. It is expected that the Dean respond in writing to those actions requested of that office within thirty days or prior to the next regularly scheduled meeting.

(5) distribute after the final meeting of each semester a Summary of Actions passed by the Faculty Assembly and will record administrative action concerning such legislation.

#### c. Duties of the At-Large Members

The four Agenda Council members elected at-large will represent the Faculty in meetings of the Agenda Council, will be the ex-officio voting members of Assembly committees with the exception of the Promotion and Tenure Committee, the Nominating Committee, the Faculty Enhancement Committee, and the Council on Liberal Arts and Sciences; will submit to the Agenda Council an abstract of all substantive committee actions and any changes in a committee's operating procedures, and will carry out all other functions determined by the Assembly and the Council.

#### d. Term of Office

All officers of the Faculty Assembly will serve for a two-year term and may be elected to serve no more than two consecutive terms in the same office. These terms of office will be staggered so that the President and two members-at-large of the Agenda Council will be elected during one year, and the Secretary and two members-at-large will be elected the following year. Terms of office will run from June 1 to May 31.

#### e. Method of Election

(1) The Nominating Committee shall prepare a slate of candidates for officers which will be submitted to the Assembly no later than the second meeting of the spring semester; at this time the President shall call for additional nominations from the floor for each office.

(2) For the regular election of officers and committees, the Secretary will distribute a ballot to all faculty members in order to conclude the election in a timely manner so that results can be announced at the April meeting of the Assembly. Offices will be filled by candidates receiving the plurality of votes

(3) Regular election results will be announced at the April meeting of the Assembly. The new officers will assume advisory roles immediately thereafter and actual duties at the end of the spring semester.

(4) In the event that a special election is required to fill vacancies on the Agenda Council or elected committees during the academic year, a special election will be held. At least two

weeks must elapse between the distribution of ballots and the last date to submit ballots.

(5) Secure electronic ballots are expressly authorized by these bylaws.

f. Replacement of Officers

In the event that an officer must be replaced, the Agenda Council will distribute the names of two faculty members to fill the unexpired term. If a meeting of the Assembly is scheduled during that month, the election will be held at that meeting. If no meeting is scheduled, the voting may be conducted by a secure ballot.

g. Temporary Replacement of Officers

In the event that an officer of the Agenda Council must be temporarily replaced (because he/she is on leave, is on sabbatical, or would otherwise be unable to carry out his/her duties for up to one semester), the Agenda Council may make a temporary appointment without resort to an election. The name of the temporary appointee must be announced at the next scheduled Faculty Assembly.

### Section 3. The Agenda Council

The Agenda Council will consist of the President, the Secretary, four faculty members elected at-large, and the Dean of the School of Liberal Arts.

a. The Agenda Council may receive from all Faculty members items for the Agenda and will determine the Agenda for all meetings of the Faculty Assembly. If any member of the Assembly obtains the signatures of 15 percent of the members of the Assembly in support of a particular item, then upon submission of this item to the Agenda Council, it must be placed on the Agenda of the next scheduled meeting of the Assembly.

b. The Agenda Council will appoint all committees of the Faculty (as prescribed in Art. IV, Sec. 2) except where otherwise designated.

c. The Agenda Council will carry out the decision of the Faculty under the general policies or specific directives established by the Faculty Assembly, and will transmit the decisions of the Faculty to the appropriate unit for implementation.

d. The Dean may consult the Agenda Council as representatives of the Faculty on matters affecting the Faculty and School when it is not practical to consult the full Faculty Assembly.

## Section 4. Meetings

### a. Regular Meetings

The President of the Assembly will convene the Assembly at least two times during each fall and spring semester. At the first meeting of each fall semester, the Dean will comment on the State of the School and will introduce all new members of the Faculty.

### b. Special Meetings

(1) Special meetings of the Assembly may be called by the Agenda Council.

(2) If any member of the Faculty obtains the signatures of 25 percent of the members of the Faculty in support of a special meeting, the Agenda Council must, within ten days of receiving the petition, call such a meeting of the Assembly to consider the proposed topic; notice of the meeting must be given at least three full working days in advance of the meeting. The Agenda Council will set the agenda for special meetings.

## Section 5. Quorum

A quorum of the Faculty Assembly will consist of at least 25 percent of the members.

## Section 6. Voting

a. Unless specifically noted otherwise or determined by the Agenda Council, all proposals require for passage a simple majority of all faculty present and voting.

b. Mail or electronic ballots may be used when approved by the Agenda Council; when required by these Bylaws, they must be used. Unless specifically noted in these Bylaws, such ballots will require for passage a majority vote of all returned ballots.

c. A proxy vote will be permitted those Faculty members unable to attend meetings of the Assembly due to a conflict of regularly scheduled classes with that meeting.

(1) Prior to its exercise, the proxy vote must be registered with the Secretary.

(2) A proxy vote may not be used in the determination of a quorum.

(3) In no case may a Faculty member vote more than one proxy.

## Section 7. Place and Time of Meetings

The place, date, and arrangements for all regular meetings of the Faculty Assembly will be determined by the Agenda Council and distributed at least one week before the beginning of the fall semester.

## Section 8. Due Notice

No regular meeting of the Faculty Assembly may be called unless all Faculty are notified by mail at least one week before the date of that meeting. Such notice will consist of the Agenda of that meeting with all details of those Agenda items as can be distributed feasibly. (See Sec. 4 & B.2 for special meetings).

## Section 9. Standing Rules

Standing Rules for conducting business of the Faculty Assembly may be adopted from time to time and be appended to these Bylaws. Standing rules must be adopted, revised, or dropped by a majority of those present and voting. At the discretion of the Agenda Council, standing rules may be voted on by ballot.

# IV. COMMITTEES OF THE FACULTY ASSEMBLY

## Section 1. Role of the Committees

Committees will be established as the working basis for the Faculty Assembly. They will keep records of their work and, at the end of the academic year, will submit written reports of their actions to the Agenda Council and, when appropriate, to the Faculty Assembly.

## Section 2. General Provisions

a. Request for volunteers: Before the last Faculty Assembly meeting of the spring semester, the Agenda Council will make known to all Faculty members all committee vacancies, with the request that each member indicate the committee(s) on which he/she would prefer to serve.

b. Terms: All standing committee appointments and elections will be for two-year, staggered terms, except for the Enhancement Review Committee for which the term is three years. Terms begin at the end of the spring semester. Committees that may need to conduct business during the summer should designate a contact person.

c. Limitations on membership: No committee may have more than two members from the same academic department and whether standing or elected, committees should have balanced representation from the humanities and the social sciences.

d. Student members: –The Office of the Dean of Student Affairs in conjunction with Liberal Arts Student Council will be asked to nominate student members for standing committees, although the Agenda Council is not limited to these nominations. Student members may be selected early in the fall semester. The inability of the Agenda Council to appoint interested and qualified students to these committee positions will in no way inhibit the ability of the committee to function.

e. Chairs: Each committee will select its chairperson and will include administrative officers and students where appropriate or where specified below.

### Section 3. Elected Standing Committees

#### a. Enhancement Review Committee

(1) The Enhancement Review Committee will have two functions:

(a) to conduct performance evaluations of faculty members voluntarily seeking peer feedback or a change in career focus and

(b) to conduct reviews of faculty members receiving overall evaluations of *unsatisfactory* (level 1 on the Annual Faculty Performance Evaluation Form) in two successive years.

(2) The Committee will be composed of three faculty members at the associate professor level or above elected by tenured members of the School. Membership on the Committee, consisting of staggered three- year terms, is restricted to faculty members who do not hold administrative appointments at the rank of department chair or above.

(3) Standing Rules for the Committee detailing procedure and the consequences of the evaluation and review process are described in Article VII, Section 1a.

#### b. Nominating Committee

(1) The Committee will prepare slates of candidates for Agenda Council and for elected committees for presentation no later than the second spring semester meeting of the Faculty Assembly, of candidates to fill vacancies on the Agenda Council or elected committees between regular elections, of candidates for School representatives to the IUPUI Faculty Council, and of candidates for other elections that may from time to time become necessary.

(2) The Committee will be composed of five members of the faculty.

#### c. Promotion and Tenure Committee

(1) Duties.

(a) The Committee will review each dossier forwarded in support of a candidacy for promotion or tenure. The Committee takes into account the recommendation of the primary committee and the Chair, but makes its own recommendation. The Committee provides the Dean with a record of its vote(s) and a written review of the candidate.

(b) The Committee will conduct a School-level Three Year Review of tenure-track faculty members, and provide them with a written assessment of their progress toward promotion and tenure. A copy of each assessment is provided to the reviewee's Chair and to the Dean.

(c) The Committee will assist the Dean at the Dean's request, in evaluating recommendations received from primary committees and Chairs concerning reappointment, and will serve to examine departmental review procedures.

(d) Standing Rules for the Committee are described in Article VII, Section 1 b.

(2) Membership. The committee will consist of seven tenured faculty members and two senior lecturers, excluding full time administrators, who will serve staggered terms of two years. Every effort should be made to ensure diversity of representation on this committee and the school's primary promotion and tenure committees.

(a) To the fullest extent possible, the tenured members of the committee should hold the rank of Professor. No more than one tenured member may be elected from any department.

(b) The two senior lecturers should be elected from different departments; one of them may belong to the same department as a tenured member. These two senior lecturers will serve as voting members on the committee only to consider candidates seeking promotion from Lecturer to Senior Lecturer.

(c) All members of the committee must recuse themselves from discussing and voting on candidates from their own departments, family members, or those presenting significant conflicts of interest..

(3) Nothing in this bylaw may preclude the Committee from recommending tenure but not promotion for the same individual.

#### Section 4. Appointed Standing Committees

The committees named in this section will be appointed by the incoming and outgoing Agenda Councils before the end of the spring semester. If a committee member is unable to complete his or her term of appointment, the Agenda Council will appoint another faculty member to complete the term. If a committee member fails to attend regularly scheduled meetings or to participate in the committee's work, the committee, by majority vote, may request the Agenda Council to replace the member.

##### a. Academic Affairs Committee

(1) The Academic Affairs Committee will apply to individual cases the existing policies of Indiana University, IUPUI, and the School of Liberal Arts with regard to admission, dismissal, readmission, and grade changes, and it will recommend to the Academic Standards and Policies Committee modifications or clarifications of these policies in the light of its experience.

(2) The Committee will be composed of eight members: five faculty, a designated Agenda Council representative, a non-voting School administrative officer designated by the Dean, and a student.

##### b. Council of Liberal Arts and Sciences

(1) The Council of Liberal Arts and Sciences (CLAS), also a standing committee of the School of Science, will design and maintain means of collaboration between the two schools. The Council will serve the common interests and concerns of the two schools, as well as the campus, by means of collaborations that achieve common goals.

(2) The School of Liberal Arts will be represented by five faculty members appointed by the Agenda Council, the President of the Faculty Assembly, the Dean of the School of Liberal Arts, and an additional School administrative officer designated by the Dean.

c. Faculty Affairs Committee

(1) The Faculty Affairs Committee will consider questions and cases concerning conditions of faculty employment, professional conduct, professional rights and responsibilities, student complaints against faculty, and designated School of Liberal Arts awards.

(2) The Committee will consist of seven members: five faculty, a designated Agenda Council representative, and a non-voting School administrative officer designated by the Dean. By majority vote of committee members, the School officer may be excused from certain committee deliberations.

d. Graduate Curriculum Committee

(1) The Graduate Curriculum Committee will be responsible for the curricula of graduate programs in the School of Liberal Arts. The Committee will receive proposals for graduate degrees or certificates to be offered in the School of Liberal Arts and for courses that are to be added to or dropped from existing graduate curricula or that are to be significantly revised. After its review, the Graduate Curriculum Committee will present proposals for new or significantly revised graduate degrees or certificates to the Faculty Assembly for approval.

(2) The Committee will be composed of six members: one faculty member who is a representative of the School of Liberal Arts on the IU Graduate Council, three faculty members who are members of the IU Graduate Faculty, a designated Agenda Council representative, and a non-voting School administrative officer designated by the Dean.

(3) Standing Rules of the Committee are described in Article VII, Section 2 b.

e. Library Committee

(1) The Library Committee will maintain contact with university libraries to ensure representation of the interests and needs of the School of Liberal Arts to provide the Dean and the faculty with up-to-date information on ordering procedures, library policies, liaison, and budgetary resources. The Committee will monitor policies concerning access to library collections in all different media, both on and off campus.

(2) The Committee will consist of all the designated library liaisons from the departments and programs of the School of Liberal Arts, a representative of the Library designated by the Dean of the University Library, a designated Agenda Council representative, a non-voting School administrative officer designated by the Dean, and a student.

f. Research Advisory Committee

(1) The Research Advisory Committee will be responsible for liaison between the faculty and the Associate Dean for Research. The Committee will be responsible for advising the

Associate Dean and the faculty on matters related to research and research funding in the school including, but not limited to, distribution of funds to promote research, review of proposals for SLA grant funds, policy development regarding research activity and integrity, and review of conflict of interest statements filed by faculty.

(2) The Committee will be composed of nine members:

- five full-time faculty or staff with significant involvement in research activity,
- a designated Agenda Council representative,
- and three *ex officio* members:
  - the Associate Dean for Research,
  - the SLA grants analyst,
  - and a student appointed by the Agenda Council, in consultation with the Research Advisory Committee.

A majority of the voting committee members shall be faculty. A chair will be elected annually by the committee members. Voting members should serve 2-year staggered terms. The student member will be appointed annually.

g. Resources and Planning Committee

(1) The Resources and Planning Committee will serve as the primary deliberative body of the faculty in terms of academic planning and resource allocation, and will assist the Dean in the assessment of funding requests and other matters of resource allocation from departments, programs, and faculty, thus contributing towards the establishment of academic priorities for the School. Every fifth year, in consultation with the Dean, the Committee will review the most recent long-range plan of the School and develop a new plan if circumstances warrant.

(2) The Committee will be composed of eight members: five faculty, a designated Agenda Council representative, a non-voting School administrative officer designated by the Dean, and a student.

h. Teaching and Advising Committee

(1) The Teaching and Advising Committee will recommend policies on the evaluation of teaching and advising to the Faculty Assembly; develop activities for the improvement of teaching and advising within the School; select recipients of teaching awards; and serve as a resource on teaching and advising issues to individual faculty, departments, programs, and administration of the School of Liberal Arts.

(2) The Committee will consist of five faculty, a designated Agenda Council representative, and a non-voting School administrative officer designated by the Dean.

i. Technology Committee

(1) The Technology Committee will address issues related to technology and technical facilities raised by faculty, students and departments and will advise the Dean on policies, procedures and planning. The committee's functions will include reviewing and updating plans for the use of technology in the School, including making recommendations for the allocation of

technology funds.

(2) The Technology Committee will consist of seven (7) voting members and two (2) nonvoting members. The voting members will consist of four (4) faculty selected by Agenda Council, the chair of the Lab Advisory Subcommittee, an Agenda Council representative, and a student representative. The nonvoting members will consist of the Director of Technical Services and a representative from the Dean's Office. When possible, a member of the Technology Committee should be a school representative to the IUPUI Faculty Council Technology Committee. The committee will also invite a representative from UITS to attend in a non-voting capacity.

(3) The Technology Committee will have a Lab Advisory Sub-committee. The sub-committee will advise the committee on policies, procedures and planning, and represent concerns related to the Student Technology Centers (e.g., labs). The sub-committee will consist of the following representatives:

Voting Members:

(a) The faculty chair of the sub-committee, who is appointed by the committee each year, will have a one-year, renewable term.

(b) In consultation with the chair of the Technology Committee and the Director of Technical Services, the chair of the sub-committee will recommend the appointment of up to six (6) additional faculty to represent the different SLA Student Technology Centers, with new members approved by the Technology Committee. Appointments to the sub-committee will be for staggered, renewable terms of up to three years.

(c) The student representative of the Technology Committee will serve ex officio on the sub-committee.

Non-Voting Members:

(d) The Coordinator of Technology Development and the Technical Services Teleproduction Supervisor will serve ex officio on the sub-committee.

j. The Undergraduate Curriculum and Standards Committee

(1) The Undergraduate Curriculum and Standards Committee provides faculty oversight for matters of curriculum and standards. The committee will review and develop specific recommendations for the Assembly on academic policies and standards. It will approve new courses, and recommend to the Assembly the approval of new majors, programs or certificates.

(2) If the committee does not approve a course, the interested department may appeal to the Faculty Assembly.

(3) The Committee will be composed of eight members: five faculty, a designated Agenda Council representative, a non-voting School administrative officer designated by the Dean, and a student.

(4) Standing Rules of the Committee are described in Article VII, Section 2 c.

### Section 5. Ad Hoc Committees

The President of the Faculty Assembly and the Dean may appoint ad hoc committees in consultation with the Agenda Council.

### Section 6. Evaluation of Committee Service

At the end of the school year, no later than May 15, the chair of each committee will send a letter to each member of the committee evaluating that member's service to the committee during the year. The member of the Agenda Council who serves as liaison to each committee will send a similar letter to the chair of the committee evaluating the chair's service. ~~(Committees without such liaisons, such as the Promotion & Tenure Committee or the Enhancement Review Committee, will select two committee members to evaluate the chair's service.)~~

## **V. THE AMENDING PROCESS**

### Section 1. Proposal

Amendments to these Bylaws may be proposed by any member of the Faculty or by any committees thereof.

### Section 2. Direction

All proposed amendments will be directed to the Agenda Council and placed on the Agenda for the next scheduled meeting of the Assembly.

### Section 3. Voting on Bylaw Amendments

a. If the proposed amendment has been distributed to the full Faculty at least one week prior to the meeting, it may be passed after discussion by a majority vote of those present and voting.

b. If an amendment is proposed during a regularly scheduled meeting and if the Assembly so votes, the Secretary will distribute a secure ballot on the proposed amendment. A majority vote of the returned ballots is required for approval.

### Section 4. Suspension of a Bylaw

Any Bylaw may be suspended without due notice by unanimous consent of the Faculty Assembly during any regular or special meeting. Such suspension will be used only when an exigency of time precludes the normal processes above.

## **VI. THE PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED, will govern the Faculty Assembly in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, any special rules the Faculty Assembly may adopt, or any rules of a superior academic body.

## **VII. STANDING RULES**

### Section 1. Elected Standing Committees

#### a. Enhancement Review Committee

(1) In both plans the Committee will conduct a thorough evaluation of the faculty member and will specify at the end whether the faculty professional productivity fall within one of the following categories:

- (a) Some strengths, no deficiencies
- (b) Some strengths, some deficiencies but the deficiencies are not substantial or chronic
- (c) Substantial chronic deficiencies

(2) If substantial chronic deficiencies are found, the Review Committee and the faculty member will work together to draw up a development plan. The plan becomes final once the faculty member, the Dean, and the department chair have signed the document. The plan should.

- (a) identify specific strengths that should be enhanced;
- (b) identify the specific deficiencies to be addressed;
- (c) define specific goals or outcomes that are needed to remedy the deficiencies;
- (d) outline the specific activities and programs that should be completed to achieve these goals and outcomes;
- (e) set appropriate timelines for the completion of these activities;
- (f) indicate appropriate benchmarks to be used in monitoring progress;
- (g) indicate the criteria for annual progress reviews;
- (h) identify the source of any funding or institutional support, such as assigned time or new research equipment, based on discussions with the dean or library director.

(3) The Committee shall meet at least once annually to review the faculty member's progress. In the case of Plan B, if the progress is not congruent with the specified timelines and benchmarks outlined in the development plan, the Review Committee will forward its recommendation to the Dean who will notify the faculty member of the outcome of the review and remind him/her of the appeal process before proceeding with sanctions.

## b. Promotion and Tenure Committee

(1) The Committee will carry out its prescribed responsibilities in accord with the following guidelines:

(a) Prior to considering individual cases, the Committee will annually review the Indiana University and the IUPUI statements on policies and criteria for promotion and tenure, the guidelines and deadlines issued annually by the Dean of Faculties and Dean of Liberal Arts, the School's "Statement on Promotion and Tenure Procedures," as revised by the Faculty in 1986, and any policy documents which may properly guide or constrain the Committee.

(b) The Committee shall take into account whether each recommendation is based on adequate peer review.

(c) The Committee will take into account whether, especially in the case of a recommendation of non-reappointment, all rights of the faculty member in question have been safeguarded in accordance with University established procedures in this regard.

(d) The Committee will take into account the academic mission in support of which the candidate has been hired and with respect to which his or her expectations have been formed and contributions rendered.

(e) The Committee will take into consideration the annual reviews of probationary faculty who are candidates for tenure or promotion.

(2) In carrying out these functions, however, the Committee will respect the charges stated in the IUPUI Faculty Handbook and the IU Academic Handbook (as well as the IUPUI Supplement to the Indiana University Academic Handbook) that constrain its purpose. To this end the Committee:

(a) will evaluate each recommendation of a primary committee and departmental chair to award or not to award tenure; and when requested by the Dean, may review a recommendation of a primary committee and departmental chair with regard to annual appointment or non-reappointment. In either case, the following criteria will be taken into account:

(i) whether the recommendation in question is based on adequate peer review;

(ii) whether, especially in the case of a recommendation of non-reappointment, all rights of the faculty member in question have been safeguarded in accordance with university-established procedures in this regard;

(iii) whether a candidate for tenure shows strong promise of achieving promotion to the rank of Associate Professor, although not necessarily during the same year as that in which a tenure decision is being made;

(iv) whether the recommendation in question takes into account the academic

mission in support of which the candidate has been hired and with respect to which his or her expectations have been formed and contributions rendered;

(b) will not make a recommendation contrary to that of the primary committee without having first consulted with that committee and, as appropriate, the departmental chair. After evaluating the dossier and the recommendations of the primary committee, department chair, and Promotion and Tenure Committee, the Dean will make an independent recommendation; he will provide copies of the Promotion and Tenure Committee's and his recommendations to the candidate, chair, and primary committee. In all cases the separate, written recommendations of the primary committee, the chair, the Promotion and Tenure Committee, and the Dean will be forwarded to the Dean of Faculties.

(c) will examine departmental review procedures when so requested by the Dean, or, with notice to the Dean, by any probationary appointee or by any other member of the department concerned, and will report its findings to the Dean.

## Section 2. Appointed Standing Committees

### a. Faculty Affairs Committee

(1) The Committee will follow the "Procedure for Handling Student Complaints Against Academic Personnel" established in 1984 when considering specific cases referred to it by the Dean.

(2) The Committee shall at the beginning of each academic year appoint appropriate sub-committees to make the following awards: Outstanding Faculty Member, Outstanding Associate Faculty Member, Distinguished Student, and Cavanaugh Award. Sub-committee members need not be from the Faculty Affairs Committee. Guidelines for these awards shall be announced annually by the Committee.

### b. Graduate Curriculum Committee

The committee will provide for the orderly review of courses and curricula by:

(1) Establishing guidelines for submission dates and for proposal formats. These will be prepared in consultation with the Dean and will follow University and campus guidelines.

(2) The committee will act on behalf of the Faculty in reviewing all proposals for new or revised graduate courses; a negative decision may be appealed to the Faculty Assembly by asking the Agenda Council to place the disputed decision on the agenda of the next regular meeting of the Faculty Assembly.

(3) All new programs and major changes in existing programs will be presented at a regular meeting of the Faculty Assembly for approval by a majority of the voting members.

### c. Undergraduate Curriculum and Standards Committee

(1) The Committee will refer recommended policy changes to the Faculty for approval in the following manner:

(a) Each recommendation, along with a brief supportive statement, will be distributed to each member of the Faculty.

(b) The Faculty will have one week to review the recommendation before a vote. At the discretion of the Agenda Council, votes may occur by secure ballot or during a meeting of the Assembly.

(c) The Agenda Council has the responsibility to ensure that new or revised academic policies are transmitted to the appropriate authorities and incorporated into the next Bulletin of the School of Liberal Arts

(2) The committee will provide for the orderly review of undergraduate courses and curricula by:

(a) Establishing guidelines for submission dates and for proposal formats. These will be prepared in consultation with the Dean and will follow University and campus guidelines.

### Section 3. Duties of the President

The President will:

(1) Schedule and preside over meetings of the Faculty Assembly and the Agenda Council.

(2) Represent faculty concerns to the Dean and Associate Deans, as necessary.

(3) Attend weekly Dean's staff meetings.

(4) Attend and/or monitor monthly department chairs meetings, as appropriate.

(5) Approve minutes of Faculty Assembly meetings before they are distributed.

(6) Work with the Agenda Council to fill any School committee positions that may become vacant during the year.

(7) Ensure the currency of these bylaws, and propose amendments for the good of order.

(8) Appoint a parliamentarian annually.

(9) Work with the School webmaster to ensure currency and accuracy of the Faculty

Assembly web site.

(10) Represent School faculty at selected special events on campus (e.g., convocations).

Adopted: April 1981

Amended (in Faculty Assembly): 10-8-82; 2-17-84; 4-20-84; 1-31-86; 10-24-86; 11-17-89; 3-22-91; 11-8-91; 4-28-95; 4-25-97; 4-24-98; 9-11-98; 3-23-99; 9-10-99; 11-17-00; 4-20-01; 9-27-02; 11-14-03; 4-23-04; 3-25-05; 9-23-05; 1-21-06; 3-30-06; 4-21-06; summer 06 (by e-ballot); 3-2-07