

BYLAWS OF THE FACULTY
College of Arts and Sciences
Georgia State University

1 **ARTICLE I. PURPOSES**

2 **Section 1.**

3 These bylaws constitute the rules for the governance of the faculty of the College of Arts and
4 Sciences of Georgia State University as provided in the Statutes of Georgia State University.
5 They are intended to enable the faculty of the College of Arts and Sciences to implement the
6 authority granted to it by Article V of the Statutes of Georgia State University. These bylaws
7 supplement and are subject to the Statutes of Georgia State University and the policies of the
8 Regents of the University System of Georgia. Thus, these bylaws must be read in light of these
9 basic governing documents of the university.

10 **ARTICLE II. MEMBERSHIP**

11 **Section 1.**

12 The voting members of the faculty of the College of Arts and Sciences (designated throughout as
13 “faculty”) consist of the dean of the college, the associate and assistant deans of the college with
14 faculty rank, and all faculty in the college holding the following ranks: professor (professor,
15 associate, assistant), lecturer (principal senior, senior, lecturer), academic professional (principal,
16 senior, academic professional), clinical (professor, associate, assistant), professor of practice,
17 non-tenure track research (professor, associate, assistant), and instructor. The president of the
18 university and the provost and vice president for academic affairs serve as ex officio members of
19 the faculty of the College of Arts and Sciences. Emeriti faculty, adjunct faculty, visiting faculty,
20 part-time instructors, and ex officio members of the faculty may participate in faculty meetings
21 and have the right to be heard, but may not vote, hold office, or serve as voting members on
22 committees of the college. Each department must specify in its bylaws how emeriti faculty,
23 adjuncts, and individuals with visiting appointments may participate in departmental meetings
24 and committees.

25 **Section 2.**

26 Students enrolled in the college may serve on standing committees as provided below.

27 **ARTICLE III. AUTHORITY AND POWERS OF THE FACULTY**

28 **Section 1.**

29 As provided in Article V of the Statutes of Georgia State University, the faculty of the College of
30 Arts and Sciences has the authority and duty to determine the entrance requirements of its own
31 students; to prescribe and define courses of study for them; to recommend the establishment,
32 modification, and discontinuance of degrees, diplomas, and certificates attesting to academic
33 credit earned; to set requirements for degrees, diplomas, and certificates; to enact and enforce
34 rules for the guidance and governance of its students; and, in general, to exercise jurisdiction
35 over all educational matters within the college. The faculty also has the power to set up rules

36 governing its procedure and amend its own bylaws as specified in Article XIII, Section 1 below.

37 **Section 2.**

38 (a) The faculty have the power to elect the vice chair and members of the executive
39 committee and standing committees; and to delegate to committees matters within the
40 jurisdiction of the faculty for study, consideration, and recommendation. The faculty, by
41 a two-thirds (2/3) majority, may vote to suspend committee review of a specific matter
42 and act as a committee of the whole.

43 (b) The faculty have the power to vote on motions presented by the executive committee or a
44 standing committee for consideration by the committee of the whole.

45 **ARTICLE IV. VOTING**

46 **Section 1. Voting Procedures**

47 (a) Actions by the faculty (committee of the whole) or any committee or subcommittee may
48 be taken by either in-person or electronic voting. Elections are conducted electronically
49 as specified in Article IV, Section 2(c) below. Voting by proxy is prohibited.

50 (b) If a voting member objects to the voting method being called for, that member may make
51 a motion to change the voting method.

52 (c) A majority of votes cast is required for any motion to pass, with the exception of motions
53 to amend the bylaws (described in Article XIII, Section 1 below) and motions to suspend
54 committee review of a specific matter (described in Article III, Section 2(a) above).

55 **Section 2. Electoral Process**

56 (a) As stated in Article III, Section 2(a) above, the faculty have the power to elect a vice
57 chair and members of the executive committee and standing committees. The elections
58 are conducted by the dean's office annually.

59 (b) Nomination of faculty representatives are collected by the dean's office by area. All
60 faculty may vote for candidates in every area.

61 (c) Ballots are collected during a specified duration of time using an anonymous, electronic
62 voting method.

63 (d) A plurality of votes is required to elect a faculty member to an office or committee
64 position where an election is required.

65 (e) Immediately following the elections, the dean's office prepares an alphabetical list of the
66 members of all committees, with continuing members named first, and distributes it to
67 the faculty. The dean's office calls a meeting before the end of the semester in which the
68 election occurs for the purpose of electing a chair.

69 (f) Unexpected vacancies are filled by election during the next annual committee elections
70 cycle, unless otherwise specified. The elected replacement member will serve until the
71 end of the unexpired term. In cases where an elected member is unavailable to serve for

72 one semester or less, the dean may appoint an acting member from the same academic
73 area to serve on behalf of the absent member.

74 **ARTICLE V. ADMINISTRATIVE OFFICERS**

75 The powers and duties of the administrative officers of the College of Arts and Sciences are
76 defined in Article VIII of the Statutes of Georgia State University.

77 **ARTICLE VI. FACULTY MEETINGS**

78 **Section 1.**

79 The faculty of the College of Arts and Sciences hold at least one (1) regular meeting each fall
80 and spring semester of the academic year. Regular and special meetings are held on dates to be
81 determined by the dean of the college. The dean may call a special meeting independently, or the
82 dean will call a special meeting upon receipt of a petition stating the purpose of the proposed
83 meeting and signed by at least twenty (20) percent of the voting members of the faculty. Summer
84 meetings may be called in either of these ways. At least ten (10) days prior to any meeting of the
85 faculty, except in emergencies, the dean will notify each member of the faculty of the time and
86 place of such meetings and will supply a working agenda listing all matters that the dean expects
87 to be presented or considered.

88 **Section 2.**

89 The dean of the college is the presiding officer of both regular and special meetings. In the
90 absence of the dean, the vice chair will preside.

91 **Section 3.**

92 A majority of the voting members of the faculty constitutes a quorum.

93 **Section 4.**

94 All meetings are conducted according to the most recent edition of *Robert's Rules of Order*.

95 **Section 5.**

96 The regular operations of the College of Arts and Sciences follows a committee review
97 procedure. All matters of substance will be submitted for committee study, consideration, and
98 recommendation prior to definitive action by the college. As stated in Article III, Section 2(a)
99 above, the faculty, by a two-thirds (2/3) majority, may vote to suspend committee review of a
100 specific matter and act as a committee of the whole.

101 **ARTICLE VII. FACULTY OFFICERS**

102 **Section 1.**

103 The dean of the college serves as chair of the faculty. The chair presides over meetings of the
104 faculty and appoints a member of the faculty to serve as parliamentarian. The chair may present
105 to the faculty for its consideration any matter within its jurisdiction and such information about

106 the college and the university as the chair deems appropriate. The chair designates a secretary to
107 record the minutes of all meetings.

108 **Section 2.**

109 The vice chair is elected by the faculty in the manner prescribed in Article IV, Section 2 above.
110 The vice chair's term of service is one (1) year. The vice chair presides in the absence of the
111 chair and is an *ex officio* member of the executive committee for that year.

112 **ARTICLE VIII. EXECUTIVE COMMITTEE**

113 **Section 1.**

114 The college has an executive committee composed of the dean, associate deans, the vice chair of
115 the faculty, and the following fourteen (14) voting members: four (4) faculty from the
116 humanities, four (4) faculty from the natural and computational sciences, four (4) faculty from
117 the social and behavioral sciences, and two (2) students. The dean, in consultation with the
118 executive committee of the college, designates which departments, schools, and institutes
119 (hereafter referred to as departments) constitute each of the three (3) academic areas of the
120 college.

121 **Section 2.**

122 The twelve (12) faculty representatives on the executive committee are elected by the faculty in
123 the manner prescribed in Article IV, Section 2 above.

124 (a) No two elected faculty representatives may be from the same department.

125 (b) The faculty representatives on the executive committee serve for terms of two (2) years,
126 but their terms are staggered so that the terms of not more than six (6) members expire at
127 the same time.

128 **Section 3.**

129 Unexpected faculty vacancies on the executive committee are filled in the manner prescribed in
130 Article IV, Section 2 above.

131 **Section 4.**

132 The two (2) student members on the executive committee are selected by the executive
133 committee from nominees proposed by the dean, department chairs, undergraduate or graduate
134 directors, other faculty, or students. Both students, one (1) undergraduate and one (1) graduate,
135 must be enrolled in the College of Arts and Sciences. The students must have an expected
136 graduation date of at least one (1) year beyond the appointment. Student members serve one (1)
137 year terms.

138 **Section 5.**

139 Student vacancies on the executive committee are filled by the method prescribed in Article VIII,
140 Section 4, as soon as possible after the vacancy occurs. The student selected to fill a vacancy
141 serves until the end of the unexpired term.

142 **Section 6.**

143 The executive committee meets regularly and at least once each semester of the academic year at
144 the call of the dean. The dean or the dean's designated representative presides over all meetings
145 of the committee. The dean appoints a secretary to keep the minutes of all meetings. The dean
146 may appoint faculty or staff members to serve in a non-voting advisory capacity to the
147 committee. Upon receipt of a petition signed by one-third (1/3) of the voting members of the
148 executive committee, the dean will call a special meeting of the committee.

149 **Section 7.**

150 A majority of voting members constitutes a quorum in all meetings of the executive committee.
151 All decisions of the committee are by majority vote.

152 **Section 8.**

153 The duties and responsibilities of the executive committee are:

- 154 (a) to act as an advisory body to the dean;
- 155 (b) to review the academic operations and budget of the college, as well as any related items
156 submitted by the dean or faculty members;
- 157 (c) to report its actions at each regular meeting of the faculty;
- 158 (d) to make nominations, which can be supplemented by nominations from the faculty at
159 large, for each vacant position on standing committees;
- 160 (e) to devise and implement procedures approved by the faculty for the selection of student
161 members to serve on standing committees;
- 162 (f) to act in a manner consistent with due process as an appeals committee on procedural
163 matters regarding promotion, tenure, and non-renewal;
- 164 (g) to initiate the triennial evaluation of department chairs and school and institute directors
165 (hereafter referred to as department chairs), according to the college's policy on the
166 triennial evaluation process;
- 167 (h) to appoint a Faculty Grievance Board. The faculty grievance board is composed of fifteen
168 (15) members of the college faculty. These faculty members are appointed to staggered
169 terms by the college executive committee according to the following scheme: four (4)
170 members are appointed from each of the three (3) areas of the college (humanities,
171 natural and computational sciences, and social and behavioral sciences) and three (3)
172 members are appointed at large. All appointed members serve four-year terms. If an
173 individual faculty member needs to be replaced for any reason, the college executive
174 committee appoints a replacement from the appropriate area to complete the unexpired
175 term. (See Composition and Duties of Grievance Board and Faculty Appeals Policy and
176 Procedures in Appendix A.);

- 177 (i) to consider proposals for the creation or elimination of departments, schools, institutes,
178 and centers of the college and to make such recommendations to the faculty of the
179 college as it deems appropriate in accordance with Article X, Section 1;
- 180 (j) to conduct the five-year review process to evaluate college research centers and make
181 recommendations to the dean concerning continuation and funding of college research
182 centers, per the Policy on College Research Centers.

183 **ARTICLE IX. STANDING COMMITTEES**

184 **Section 1. General Considerations**

185 The college has standing committees on curriculum, bylaws, faculty awards, undergraduate
186 studies, graduate studies, promotion review procedures as well as a committee on non-tenure
187 track faculty promotion review and three promotion and tenure advisory committees. Unless
188 specified otherwise below, all faculty representatives on standing committees are elected by the
189 faculty in the manner prescribed in Article IV, Section 2 above for a term of two (2) years. Each
190 committee is composed of at least one (1) member from each of the three (3) areas of the college.
191 Terms of office are staggered in order that not more than one half expire at the same time.
192 Department chairs may not serve on standing committees unless specified below.

193 Meetings of standing committees are open to all members of the faculty except when a
194 committee deems it necessary to hold an executive session. The dean may appoint faculty or staff
195 members to serve in a non-voting advisory capacity to any of the standing committees.

196 **Section 2. Curriculum Committee**

197 (a) The curriculum committee is composed of eight (8) faculty, with two (2) members from
198 each of the three academic areas of the college and two (2) at large members, at least four
199 (4) of the faculty members being members of their respective departmental graduate
200 faculties. The committee includes two (2) student members. The committee meets at least
201 once each semester of the academic year.

202 (b) The powers and functions of the committee are:

- 203 (1) to review periodically the curricular requirements and offerings of the College of
204 Arts and Sciences and to make appropriate recommendations to the faculty;
- 205 (2) to make available to the faculty all proposals for adding, modifying, or
206 discontinuing courses and all revisions to the undergraduate and graduate catalogs
207 in a timely manner (at least twenty (20) business days) prior to a vote of the
208 committee;
- 209 (3) to receive proposals for any changes in course offerings and curricular
210 requirements following the review of the faculty and to recommend to the dean
211 those proposals considered appropriate;
- 212 (4) to forward to the faculty a report on each approved proposal that delineates how
213 the proposal affects (a) the core curriculum, (b) the department submitting the
214 proposal, and (c) other departments; and

215 (5) to authorize experimental courses on a trial basis for a period not to exceed one
216 (1) year. As soon as possible after the course has been offered the committee
217 reviews the course and report its findings to the faculty.

218 **Section 3. Bylaws Committee**

219 (a) The bylaws committee is composed of four (4) faculty members, at least two (2) being
220 members of their respective departmental graduate faculties, and one (1) student member.
221 The committee meets at least once each semester of the academic year.

222 (b) The powers and functions of the committee are:

223 (1) to review the college bylaws and recommend to the faculty any amendments or
224 changes in the bylaws which it deems necessary or appropriate in accordance with
225 Article XIII, Section 1;

226 (2) to receive from the faculty proposals for changes or amendments to the bylaws,
227 consider such proposals, and make its recommendations to the faculty in
228 accordance with Article XIII, Section 1;

229 (3) to review department bylaws at the request of the dean and to make
230 recommendations to the same for their amendment or approval;

231 (4) to perform regular maintenance of the college bylaws, ensuring accuracy and
232 consistency with university system, university, and college policies and practices;

233 (5) to provide a copy of any non-substantive editorial changes to the faculty as an
234 information item by the next regularly scheduled faculty meeting. Non-
235 substantive editorial changes include correction of typographical errors and
236 omissions; correction of grammatical errors; correction of outdated web links and
237 locational references to other policies; updates to reflect approved changes in
238 titles of academic units, offices, and administrators; and changes to create
239 consistency in capitalization and naming conventions.

240 **Section 4. Faculty Awards Committee**

241 (a) The faculty awards committee is composed of five (5) faculty and two (2) student
242 members. The committee meets at least once each semester of the academic year.

243 (b) The powers and functions of the committee are:

244 (1) to establish qualifications and nominating procedures for all faculty awards
245 recognized by the College of Arts and Sciences;

246 (2) to select the recipients of all awards approved by the college; and

247 (3) to consider new awards or other means of honoring outstanding faculty.

248 (c) Although final award selection is the responsibility of the committee, it may establish
249 sub-committees with membership beyond that of the standing committee for the purpose
250 of selecting finalists for faculty awards.

251 **Section 5. Undergraduate Council**

- 252 (a) The undergraduate council consists of the dean of the college, one faculty member from
253 each department with an undergraduate degree program, the chair of the
254 interdisciplinary studies subcommittee, and four (4) undergraduate student members.
255 The chair of the council is appointed annually by the dean from among the council
256 members. The chair of the council appoints a secretary to keep minutes of all meetings.
- 257 (b) The powers and functions of the undergraduate council are:
- 258 (1) to act as an advisory body to the dean of the college on issues related to the
259 college's undergraduate programs;
- 260 (2) to serve as an advisory body to the faculty of the college on matters related to the
261 undergraduate program of the college, particularly with respect to retention and
262 common policies and regulations. The undergraduate council makes a report to
263 the faculty of the college on the status of the undergraduate programs at the spring
264 faculty meeting of the college each year;
- 265 (3) to seek ways to evaluate and improve undergraduate instruction in the College of
266 Arts and Sciences, and to make appropriate recommendations to the faculty.
- 267 (4) to receive and study proposals for the creation, discontinuance, or renaming of
268 undergraduate academic programs and to make such recommendations to the dean
269 of the college as it deems appropriate;
- 270 (5) to designate each year four (4) faculty and two (2) student members to an
271 undergraduate petitions board whose duties are to review final course grade
272 appeals, academic complaints, and petitions for waivers or variance of academic
273 policies and make recommendations to the dean in keeping with the university
274 Policy and Procedures for Student Complaints, Petitions for Policy Waivers and
275 Variances, and Appeals;
- 276 (6) to designate each year the membership of the interdisciplinary studies
277 subcommittee. Membership on the subcommittee may include members who are
278 not undergraduate council representatives (e.g., BIS concentration coordinators).
279 The chair of the subcommittee is appointed by the dean.
- 280 (c) The undergraduate council meets at least once each semester of the academic year at the
281 call of the dean (or the dean's designated representative). Additional meetings may be
282 called upon the request of one-third (1/3) of the voting members of the council. A
283 majority of council members constitutes a quorum in all of the meetings of the
284 undergraduate council.
- 285 (d) The undergraduate council instructs the dean's office to distribute to the faculty for
286 comment any proposal for the creation, discontinuance, or renaming of an undergraduate
287 degree program or concentration in a timely manner (at least ten [10] business days) prior
288 to a vote of the council.

289 **Section 6. Graduate Council**

- 290 (a) The graduate council consists of the dean of the college, a designated associate dean who
291 serves as chair, one member of the graduate faculty from each department offering a
292 graduate degree, and four (4) graduate student members. The chair of the committee
293 appoints a secretary to keep minutes of all meetings.
- 294 (b) The powers and functions of the graduate council are:
- 295 (1) to act as an advisory body to the dean and to the graduate director of the college
296 on issues related to the college's graduate program, and to assist the graduate
297 director with routine functions of the graduate program;
- 298 (2) to serve as an advisory body to the faculty of the college on matters related to the
299 graduate program of the college, particularly with respect to common admission,
300 retention, and degree requirements and common policies and regulations. The
301 graduate council makes a report to the faculty of the college on the status of the
302 graduate program at the spring faculty meeting of the college each year;
- 303 (3) to promote excellence in the college's graduate program by reviewing any
304 changes in the departmental/school criteria for graduate status or procedures for
305 reviewing the criteria and making a positive or negative recommendation
306 concerning these matters to the dean. A justification for the recommendation must
307 accompany it and be sent to the relevant departmental/school committee and
308 chair/director.
- 309 (4) to designate each year four (4) of its faculty members and one (1) of its graduate
310 student members to serve as a graduate petitions board to review final course
311 grade appeals, academic complaints, and petitions for waivers or variance of
312 academic policies and make recommendations to the dean in keeping with the
313 university Policy and Procedures for Student Complaints, Petitions for Policy
314 Waivers and Variances, and Appeals;
- 315 (5) to receive and study proposals for the creation, discontinuance, or renaming of
316 graduate academic programs and to make such recommendations to the dean of
317 the college as it deems appropriate;
- 318 (c) The graduate council meets at least once during each of the three (3) semesters at the call
319 of the graduate director of the college. Additional meetings will be called upon the
320 request of one-third (1/3) of the voting members of the council. In all of the meetings of
321 the graduate council, a majority constitutes a quorum.
- 322 (d) The graduate council instructs the dean's office to distribute to the faculty for comment
323 any proposal for the creation, discontinuance, or renaming of a graduate degree program
324 or concentration in a timely manner (at least ten [10] business days) prior to a vote of the
325 council.

326 **Section 7. Dean’s Advisory Committees on Promotion and Tenure**

- 327 (a) Three area promotion and tenure committees (humanities, natural and computational
328 sciences, and social and behavioral sciences) are charged with reviewing the credentials
329 of each candidate for promotion and/or tenure within its respective area and making a
330 recommendation to the dean of the college concerning each candidate. The members of
331 each area committee are elected by the faculty in the manner prescribed in Article IV,
332 Section 2 above.
- 333 (b) The composition of the area committees is as follows:
- 334 (1) To be eligible for membership on an area committee, a faculty member must hold
335 the rank of professor. Faculty at the rank of assistant or associate professor are not
336 eligible to serve on an area committee.
- 337 (2) Each department with two or more professors (excluding the chair and any full-
338 time faculty-ranked administrators at the college or university level) have at least
339 one (1) member on the area promotion and tenure committee.
- 340 (3) An area committee has the same number of members as the number of
341 departments in the area if the number of departments is odd; if the number of
342 departments is even, the area committee has one additional member. No area
343 committee has more than five (5) members unless there are more than five (5)
344 departments in the area having two or more professors.
- 345 (4) If not all the departments in an area have two (2) or more professors, or if an
346 additional member must be added in order to obtain an odd number of members,
347 at-large members are elected from among all the departments in the area in order
348 to make up the required size of the committee.
- 349 (5) No more than two (2) members from a department may serve on its area
350 committee.
- 351 (6) Members of area committees hold staggered terms of three (3) years.
- 352 (7) Professors who have been elected to area committees must withdraw from their
353 departmental committees on promotion and tenure.

354 **Section 8. College Non-Tenure Track Promotion Review Committee**

- 355 (a) The college non-tenure track (NTT) promotion review committee includes three (3)
356 representatives from each of the academic areas of the college (humanities, natural and
357 computational sciences, and social and behavioral sciences) and one (1) at large
358 representative.
- 359 (b) For each area, there must be at least one (1) tenured faculty member and at least one NTT
360 faculty member at the senior level or above, with a simple majority of the committee’s
361 membership being tenured faculty.

- 362 (c) The college committee may operate through a system of subcommittees that initially
363 review and evaluate each candidate's credentials. All final recommendations must be
364 made by the committee of the whole. The committee of the whole must meet to discuss
365 and vote on its final recommendation. Faculty of equal or lower rank to the candidate's
366 current rank may not vote on the final recommendation of the committee of the whole.
- 367 (d) The members of the committee are elected by the faculty in the manner prescribed in
368 Article IV, Section 2 above. Members of the committee hold staggered terms of three (3)
369 years.

370 **Section 9. Promotion and Review Procedures Committee**

371 The college promotion and review procedures committee considers and approves all changes to
372 the College of Arts and Sciences promotion and tenure manual, departmental promotion and
373 tenure manuals, non-tenure track review and promotion documents, and related policy
374 documents. The promotion and review procedures committee is composed of all of the faculty
375 members of the college executive committee and four (4) representatives from among the
376 department chairs and institute directors of the college elected to terms of two (2) years by the
377 chairs council. The committee is chaired by the dean of the college and meets periodically to
378 discuss college faculty review manuals and documents and to determine whether changes are
379 needed.

380 **ARTICLE X. DEPARTMENTS, SCHOOLS, AND INSTITUTES**

381 **Section 1.**

382 The college may be divided into departments, schools, and institutes (hereafter referred to as
383 departments) for the purpose of implementing and conducting programs in instruction, research,
384 and service. Departments are organized and operated in a manner consistent with the Statutes of
385 Georgia State University and the policies of the Board of Regents.

386 In order to create or eliminate a department there must be:

- 387 (a) an ad hoc fact-finding committee appointed by the executive committee to review the
388 situation and submit a report to the executive committee; and
- 389 (b) open hearings, after which the executive committee submits a recommendation to the
390 dean.

391 **Section 2.**

392 When a department chair's position becomes vacant, the dean, in consultation with the executive
393 committee of the department, appoints an advisory committee that assists the dean in the search
394 for a new chair.

395 **Section 3.**

396 Each department is governed by a set of bylaws. Departmental bylaws must be approved by the
397 unit faculty. Subsequently, the college bylaws committee will review department bylaws and
398 make recommendations to the dean for their amendment or approval. The final approval of

399 department bylaws is the responsibility of the dean. Departmental bylaws should be reviewed
400 periodically to ensure that they are consistent with the policies and practices of the college and
401 university.

402 **Section 4.**

403 Each department holds at least one (1) regular faculty meeting during each semester of the
404 academic year at a time and place to be determined by the department chair.

405 **Section 5.**

406 (a) Each department has an executive committee, chaired by the department chair, to share in
407 the governance of the department. The executive committee consists of voting members
408 who are regular, full-time faculty in the department, within the range of between two and
409 no more than the greater of eight members or twenty percent of the department's full-
410 time faculty. Committee size (within the prescribed range of voting members), structure,
411 and term of service are determined by a vote of the regular, full-time faculty and defined
412 in the department bylaws. A simple majority of the committee's membership must be
413 tenured or tenure-track faculty. The department chair may appoint faculty or staff
414 members to serve in a non-voting advisory capacity to the committee.

415 (b) The executive committee is elected at-large by the regular, full-time faculty of the
416 department. Any departures from this requirement must be approved by a majority of
417 departmental regular, full-time faculty and by the executive committee of the college.

418 (c) The selection of the committee is made annually by secret ballot. Election is by a
419 majority of votes from those present for the election.

420 (d) The duties of the committee are to advise and consult with the chair in departmental
421 governance including the following matters:

422 (1) goals in instruction, research, and service;

423 (2) policies and procedures;

424 (3) workloads;

425 (4) annual budget;

426 (5) merit raises for faculty;

427 (6) recruitment of faculty;

428 (7) allocation of space and equipment; and

429 (8) committee structure in the department and procedures for selecting members of
430 committees.

431 (e) The executive committee must meet at least once each semester and report its actions to
432 the departmental faculty by distributing minutes of its deliberations.

433 (f) Non-tenure track faculty will not evaluate professional development for tenure track or
434 tenured faculty for any review purposes. Departments may specify additional
435 requirements in their departmental bylaws.

436 **ARTICLE XI. CHAIRS COUNCIL**

437 **Section 1.**

438 In addition to elected committees, the college has a council of department chairs and
439 school/institute directors (chairs council). The council meets at least each semester of the
440 academic year at a time and place to be determined by the dean. The dean or the dean's
441 designated representative presides over all meetings of the council. The dean may designate a
442 secretary to keep the minutes of meetings. The dean may appoint faculty or staff members to
443 serve in a non-voting advisory capacity to the council. A majority of the chairs and directors
444 constitutes a quorum, and all decisions are by majority vote. The duties of the council are:

- 445 (a) to act as an advisory body to the dean;
- 446 (b) to consider and, when necessary, take action on matters presented by the dean; and
- 447 (c) to make recommendations to standing committees of the faculty.

448 **ARTICLE XII. GRADUATE STUDIES**

449 **Section 1. General Considerations**

450 Each department within the College of Arts and Sciences offering a graduate degree has a
451 graduate faculty. As described in Article IX, Section 6 above, there is a graduate council of the
452 college composed of faculty members holding graduate faculty membership within their
453 respective departments, and the curriculum and bylaws committees of the college have graduate
454 faculty representation.

455 The dean appoints an assistant or associate dean of the college with faculty rank to serve as the
456 graduate director of the college.

457 **Section 2. Graduate Faculty**

458 Each department of the college offering a graduate degree has a graduate faculty composed of
459 the chair of the department and those members of the department who satisfy the departmental
460 criteria for graduate faculty membership and who have been appointed by the provost and the
461 dean to the graduate faculty. The criteria for graduate faculty membership and procedures for
462 review of graduate faculty status are described in the college Graduate Faculty Policy.

463 **ARTICLE XIII. AMENDMENTS**

464 **Section 1.**

465 These bylaws may be amended in the following manner:

- 466 (a) the bylaws committee may propose amendments at any faculty meeting;

- 467 (b) a faculty member may propose amendments at any faculty meeting, but the proposed
 468 amendments are referred without debate to the bylaws committee for its consideration
 469 and recommendation. A faculty member may also send amendments in writing with a
 470 letter of transmittal to the chair of the bylaws committee for the committee's
 471 consideration and recommendation. After holding open hearings, the bylaws committee
 472 submits its recommendations, along with the proposed amendments, to the faculty at its
 473 next regular meeting;
- 474 (c) all proposals for amendment made by the bylaws committee and all recommendations on
 475 proposed amendments received from other sources are submitted by the committee,
 476 through the dean, to each member of the faculty at least ten (10) business days prior to a
 477 vote being called; and
- 478 (d) all proposed amendments submitted to the faculty become a part of the bylaws upon
 479 being approved by two-thirds (2/3) of votes cast by faculty.

Approved: November 14, 1978 (Approved by Administrative Council February 9, 1979; by
 President Langdale February 15, 1979)

Amended: January 1986

Amended: February 1987 (Amendments approved by Administrative Council and the
 President April, 1987.)

Amended: May 1992

Amended: October 1993

Amended: May 1994

Amended: May 1995

Amended: February 2003

Amended: February 2004

Amended: November 2006

Amended: April 2008

Amended: September 2009

Amended: April 2010

Amended: November 2012

Amended: February 2014

Amended: April 2014

Amended: February 2017

Amended: April 2018

Amended: February 2020

Amended: May 2021