

BY-LAWS OF THE FACULTY

Adopted May 2006
Amended 12/05/07, 5/16/08 and 3/25/09

I. Authority of the Faculty

A. The authority of the Faculty includes the authority over all academic matters, and the authority to determine how the business of the Faculty shall be conducted. All authority of the Faculty ultimately resides in the Faculty as a body. All officers, committees, and representatives of the Faculty are responsible to the Faculty as a whole, and the Faculty as a whole retains the authority to determine the working relationship between the Faculty and its officers, committees, and representatives—including, but not limited to, the responsibilities of each committee with respect to reporting to the Faculty, consulting with the Faculty, and seeking approval from the Faculty for specific policy decisions and recommendations. The Faculty may exercise its authority to define that relationship either through changes to these By-laws or through standing or ad hoc decisions of the Faculty consistent with these By-laws.

B. With respect to the Graduate School of Social Work and Social Research (GSSWSR), the Faculty's authority to grant fellowships and financial aid, rule upon requests for exceptions to the requirements for the degree made by individual students ("special cases"), admit students for graduate work, and impose penalties for academic failure or deficiencies including (subject to the review by the President as provided for in Article V, Section 3 of the Plan of Governance) separation or exclusion from the College, is hereby delegated to the members of the Faculty affiliated with GSSWSR, to be exercised by the majority vote of, or according to other procedures established by the majority vote of, those members of the Faculty.

II. Definitions

As used in these By-laws, the term

A. "Faculty" (when capitalized and used without modification) refers to the whole body of the Faculty;

B. "active member" refers to a member of the Faculty not on leave.

III. Membership.

The Faculty consists of the President, the Provost, the Dean of the Undergraduate College, the Dean of Graduate Studies, the Director of the Graduate School of Social Work and Social Research (GSSWSR), the Director of Physical Education, and all officers of instruction.

IV. Meetings of the Faculty.

A. Regular Meetings

1. Normally the Faculty will meet monthly but this can be increased or decreased by the Chair as needed. The Chair is expected to set the dates by July 1 prior to the Academic Year. When circumstances require, the dates of the Faculty meetings may be altered by the Chair.
2. All regular meetings shall, unless otherwise indicated, be called for 4:00 p.m., and, unless changed by a majority of those in attendance, shall end at 6:00 p.m. Notices of meetings shall include a statement of business to be considered. Meetings may be cancelled by the Chair for lack of business.

B. Special Meetings

Special meetings shall be called at the discretion of the Chair or shall be called by the Chair upon a written request signed by ten members of the Faculty, or at the request of the President. Notices of special meetings shall include a statement of the business to be considered.

C. Procedure

The procedures in meetings of the Faculty shall, unless waived by a two-thirds majority of the members of the Faculty present and voting, or except insofar as they conflict with these By-laws, be governed by Robert's Rules of Order,

D. Order of Business

The regular order of business at regular meetings of the Faculty shall proceed as follows: correction and approval of the Minutes; elections; report from the Chair (including a report in the Chair's capacity as representative to the Board of Trustees, in which the other representatives to the Board shall be invited to participate), communications from the President; communications from the Provost; reports from the standing committees; reports from special committees; general question period; business from the Minutes; other new business. During the general question period, members of the Faculty may address questions to any member of the Senior Administration in attendance, the Chair of the Faculty, and the chairs of committees of the Faculty. The order of business may be modified by the Chair of the Faculty.

E. Motions

At the request of the Chair, a motion or an amendment shall be presented in writing.

F. Minutes and Policies

1. Unless the taking of minutes is waived by a two-thirds majority, the Chair of the Faculty shall insure that an accurate record of all actions is taken at meetings of the Faculty. The Faculty shall report all of its important actions and decisions in writing to the Board reasonably promptly after any such action or decision is taken or made.
2. The Chair of the Faculty shall insure that all policies adopted by the Faculty are enrolled, indicating their date of passage, into a compendium, entitled "Policies of the Faculty," which shall not be part of these By-laws, but which shall be appended to

them.

3. The Chair of the Faculty shall insure that all curricular rules adopted by the Faculty are enrolled, indicating their date of passage, into a compendium, entitled "Curricular Rules of the Faculty," which shall not be part of these By-laws, but which shall be appended to them.

G. Voting and Attendance.

1. All ranked members of the Faculty and continuing non-tenure track members of the Faculty, whether full- or part-time, and whether active or on leave, and all interim faculty members who at the end of their current contract will have had more than three years of full-time, consecutive service shall have a vote.

2. Other members of the Faculty and members of the senior Administration who are not members of the Faculty, may attend regular meetings of the Faculty. Except when, in the judgment of the Chair, confidentiality is important, representatives from the undergraduate and graduate student government associations may attend regular meetings of the Faculty.

3. A majority of the active voting members of the Faculty shall constitute a quorum.

4. Subject to the requirement of a quorum, decisions shall, unless otherwise specified, be made by a majority of the members of the Faculty present and voting.

5. No important measure shall, except by unanimous consent, be put to a final vote at the meeting at which it is first proposed. The decision that a measure is important enough to require a second vote at a subsequent meeting may be made by the Chair, or by an affirmative vote, on motion duly made and seconded, of one quarter of the members present and voting.

V. Officers and Committees

A. General Provisions

1. Whenever possible, new business which requires committee action shall be referred to standing committees. Special committees shall be established only when an appropriate standing committee does not exist.

2. Committees shall have the authority to determine the procedures for conducting their business. Unless otherwise determined by a majority of active members, such authority will be exercised by the chair of the committee.

3. In accordance with Article III., Section 3(g) of the Plan of Governance and with the Faculty's general authority, each Committee shall obtain from members of the Administration, and from departments, whatever information it determines to be necessary for it to discharge these functions. Committees may also request information from members of the Faculty.

4. Committees shall have the authority, with the approval of a majority of active members, to establish sub-committees or appoint consultants to the committee from any member of the Faculty. Any such sub-committees or consultants will be responsible to the committees that appointed them. Committees may invite other persons to attend meetings of the committee.

5. Committees have the responsibility to keep the Faculty informed of the business of the committee. During the development of major policies or recommendations to the Administration, committees should inform the Faculty of, and seek input from the Faculty on, the policies or recommendations under review. Except where specifically authorized by the Faculty, no major policies shall be adopted by a committee, or major policy recommendations or guidelines presented to members of the Administration, without review by the Faculty.

6. Except in the case of the Committee on Academic Priorities, and the Committee on Appointments, the senior member(s) of each committee, , as determined by length of continuing service on the committee, shall convene the committee within the first two weeks of the academic year for the purpose of electing a chair for that year.

7. The Faculty may assign to its officers and committees responsibilities in addition to those listed in this section.

8. Except at the invitation of the Board, committees will communicate with the Board through the Representative of the appropriate Faculty.

9. No person shall serve as a representative of the Faculty while appointed to an administrative position. For purposes of this section, chairs, and directors of programs and centers will not be considered as holding administrative positions.

B. Representatives to the Board of Trustees

The following members of the Faculty will serve as representatives to the Board of Trustees:

1. The current Chair of the Faculty
2. The chair-elect, or, when there is no chair-elect available, the immediate former Chair of the Faculty; if there is no chair elect or former chair able to serve, the faculty shall elect a substitute to raise the number of representatives to three according to the procedure specified in Article VI, Section B. of these By-laws.
3. A member of the Committee on Academic Priorities to be selected by the committee.

C. Chair of the Faculty

The Faculty hereby establishes the Office of Chair of the Faculty

1. Term of Office and Election

- a) The term of office for Chair shall be two years.
- b) Election for Chair will take place in October (or if for any reason that is impracticable, at the earliest meeting of the Faculty thereafter) in the year prior to the beginning of the term, according to the procedure specified in Article VI, Section B. of these By-laws.
- c) Election to the office of Chair shall be limited to tenured faculty who are not anticipating to be on leave during the duration of the term of office, or who are willing to delay their leave during the period of their term. [Note: Chairs who delay leave in order to complete their service will have their wait time for a subsequent

leave reduced by an equivalent period.]

d) In the event that the Chair is unable to perform her/his duties, the Chair-elect will assume the Chair's duties. If there is no Chair-elect, the Chair may delegate the responsibilities of the office to another member of the Faculty until the Chair is able to resume the duties of office, or, if the Chair's incapacitation is expected to last more than two months, until a new election can be held.

2. Responsibilities

The Chair of the Faculty will have responsibility for:

- a) chairing meetings of the Faculty;
- b) determining the agenda for meetings of the Faculty, in consultation with the President, the Provost, the Undergraduate and Graduate Deans, and the chairs of committees of the Faculty, and providing opportunities for other members of the Faculty to submit items for the agenda;
- c) establishing a list of voting members of the Faculty;
- d) serving as Chair for meetings of the Advisory Council of the Faculty;
- e) coordinating the work of the committees of the Faculty, which may include attending, in consultation with the chair of the relevant committee, meetings of committees of the Faculty, and, when appropriate to this end, bringing together committees or representatives of committees of the Faculty, and other committees that may be established within the individual schools.
- f) serving as a representative to the Board of Trustees for the Faculty;
- g) acting as a representative of the Faculty;
- h) supervising the sending of faculty minutes and agenda to the Faculty, and the enrolling of all policies of the Faculty, in accordance with Article IV, Section F of these By-laws;
- i) promoting communication and cooperation between the work of Faculty committees and the work of Administration or Board committees;
- j) keeping the Chair-elect informed of on-going issues;
- k) acting, along with former members of the Committee on Appointments who have served within the previous two years, as a nominating committee for election to the Nominating Committee of the Faculty, in accordance with the procedures specified in these By-laws;
- l) appointing at his or her discretion and for annual terms, a Parliamentarian.

D. Advisory Council

The Advisory Council of the Faculty will be composed of the Chair of the Faculty (who will serve as chair), the Chair-elect (when there is a chair-elect) the Chair of the Graduate Council, the chairs of the Committee on Academic Priorities, Committee on Appointments, the Committee on Undergraduate Curriculum, the Committee on Nominations, and the Junior Faculty Liaison. The Advisory Council will meet to discuss and help coordinate the work of the various committees of the Faculty, and to advise the Chair. The Chair may invite other individuals when appropriate, and will invite representatives from committees not already represented when issues arise requiring advice from, or coordination with, those committees.

E. Committee on Academic Priorities.

The Faculty hereby establishes the Committee on Academic Priorities.

1. Membership and Conduct of Business

- a) The Faculty shall elect six members, all of whom shall have tenure, to serve on the committee, in accordance with Article VI. B. of these By-laws. In nominating persons to serve on the committee, the Committee on Nominations shall consider, among other factors, the appropriateness of divisional distribution, but shall not be required to provide for any specific distribution by division. At any time, at least four elected members of the committee or their substitutes shall be active members of the Faculty. If the number of active elected members declines below four, substitutes shall be elected in the number necessary to raise the elected active committee membership to four. Where special circumstances make it appropriate, the Faculty may, by two-thirds majority, elect a number of substitutes that will increase the active, elected membership of the committee above four, but not greater than six.
- b) The term of membership shall be four years.
- c) All elected member of the committee shall be invited to participate in all meetings of the committee. The committee may invite others, including the Provost, to attend meetings of the committee.
- d) No important committee decisions shall be made without a quorum of four elected members. The committee may with the approval of a majority of active members of the committee, establish sub-committees which will be responsible to the full committee.
- e) In accordance with Section A.4. of this Article, the committee shall establish such sub-committees and appoint such consultants from members of the Faculty as the committee shall determine to be appropriate.
- f) In the fall semester of every year, the committee will elect, from those members whose remaining term of appointment is at least two years, a chair, whose term of office will begin on the last Monday in August of the fall term following her/his election. In the event that the chair is unable to serve a complete term, the chair-elect will serve the remainder of the term in addition to her/his appointed term the following year.

2. Jurisdiction and Responsibilities

- a) In accordance with the Faculty's authority over academic matters, and its

mutual responsibility with the Administration to develop academic priorities, the committee shall, consistent with the provisions of A. 5 of this Article and, the provisions of this section below, consider all matters concerning academic priorities, including, but not limited to, staffing allocations, department and program facilities and resources, restructuring or terminating existing departments and programs (insofar as these have significant resource implications), other resources relating to teaching and research.

b) With respect to resources for specific departments and programs, the committee shall establish academic priorities on behalf of the Faculty, without the requirement of consultation with the Faculty as a body, and, as part of the budgetary process, shall submit its recommendations to the President or other appropriate administrative officer.

c) With respect to policies or recommendations of more general application, the committee shall, in accordance with Section A.5 of this Article, inform the Faculty of, and seek input from the Faculty on, the development of such policies or recommendations, and, unless otherwise specifically authorized by the Faculty, shall submit its proposals for review by the Faculty.

d) Except as otherwise directed by the Faculty, the committee shall have the authority, consistent with the requirements of A.5 of this Article, to serve as a consultative body to the President on matters of institutional priorities, and on the College budget to the extent that it affects institutional priorities.

e) The committee shall participate in the outside review of departments, programs and schools, and shall work with the Provost to establish procedures for this participation. In accordance with Article III., Section 3(g) of the Plan of Governance, the committee shall obtain from the Office of the Provost reports of outside reviews of departments or programs. The committee will respect the need for confidentiality with respect to comments the reports may make about individual faculty members.

f) The committee shall consult with the Undergraduate Curriculum Committee on questions concerning staffing needs for particular departments and programs. For other resource questions that involve an overlap with the jurisdiction of the Undergraduate Curriculum Committee or other faculty committees, the Committee on Academic Priorities shall attempt to work with the relevant committee(s) to keep each other informed of issues falling within their joint jurisdiction, and to establish a framework for cooperation. In the event that issues arise concerning the committee's authority or concerning its relation to the work of other committees, the Committee on Academic Priorities shall refer such questions to the Advisory Council of the Faculty and shall report the resolution to the Faculty or relevant Faculties.

g) The committee shall meet, ordinarily at least once a semester, with Haverford's Educational Policy Committee to exchange information and to consult on matters of mutual concern.

h) The committee shall meet with the Committee on Appointments to discuss matters of overlapping jurisdiction or concern.

F. Committee on Appointments

The Faculty hereby establishes the Committee on Appointments.

1. Membership and Conduct of Business

- a) The Faculty shall elect six members, all of whom shall have tenure, and at least four of whom shall be full professors, to serve on the committee, in accordance with Article VI. B. of these By-laws. In nominating persons to serve on the committee, the Committee on Nominations shall consider, among other factors, the appropriateness of divisional distribution, but shall not be required to provide for any specific distribution by division. At any time, at least four elected members of the committee or their substitutes shall be active members of the Faculty. If the number of active elected members declines below four, substitutes shall be elected in the number necessary to raise the elected active committee membership to four. Where special circumstances make it appropriate, the Faculty may, by two-thirds majority, elect a number of substitutes that will increase the active, elected membership of the committee above four, but not greater than six.
- b) The term of membership shall be four years.
- c) All elected member of the committee shall be invited to participate in all meetings of the committee. The committee may invite others, including the Provost, to attend meetings of the committee.
- d) No important committee decisions shall be made without a quorum of four elected members. The committee may with the approval of a majority of active members of the committee, establish sub-committees which will be responsible to the full committee.
- e) If a member of the committee recuses herself or himself from consideration of a particular case, the other members of the committee may appoint, from among the tenured members of the faculty, a substitute of the same or higher rank as the member whose case is to be considered.

2. Jurisdiction and Responsibilities

Pursuant to the Faculty's authority over academic matters, the committee shall be responsible for:

- a) familiarizing itself with the teaching, scholarly, service, and other professional academic work of the officers of instruction, and with the general academic and professional work of the College;
- b) making recommendations to the President, on behalf of the Faculty, with regard to the initial appointments, promotion and reappointment of all ranked Faculty and the appointment and review of Continuing Non-Tenure-Track Faculty, and reviewing cause for removal of tenured Faculty in accordance with Article III, Section 9 of the Plan of Governance. In exercising these responsibilities, the committee shall not have the responsibility to consult with the Faculty as a whole, but will consult with members of the Faculty, with members of the department, program or other duly constituted body of the Faculty member under review. In accordance with policies that the committee may establish (subject to the requirements of Section A.4 of this Article), the committee may consult with other persons as well (including persons outside of the College community). If the President fails to accept a recommendation of the committee,

a representative of the committee shall appear before the Board, at the same time as the President makes her or his recommendation, to present the basis for the committee's recommendation.

c) The committee shall, after consulting with the Administration, provide procedures for appointments, re-appointments, and promotions. Faculty shall be informed of the procedures. Major changes to the procedures shall not be made without the consent of the Faculty.

G. Committee on Nominations

The Faculty hereby establishes the Committee on Nominations.

1. Membership and Conduct of Business

a) The Faculty shall elect five members, all of whom shall be tenured, to serve on the committee, in accordance with the provisions of Article VI, Section C of these By-laws. In nominating persons to serve on the committee, the Chairs of the Faculties shall consider, among other factors, the appropriateness of divisional and rank distribution, but shall not be required to provide for any specific distribution by division or rank. At any time, at least three elected members of the committee or their substitutes shall be active members of the Faculty. If the number of active elected members declines below three, substitutes shall be elected in the number necessary to raise the elected active committee membership to three. Where special circumstances make it appropriate, the Faculty may, by two-thirds majority, elect a number of substitutes that will increase the active, elected membership of the committee above three, but not greater than five.

b) The term of membership shall be three years.

c) All members of the committee shall be invited to participate in all meetings of the committee.

d) No important committee decisions shall be made without a quorum of three members. The committee may with the approval of a majority of active members of the committee, establish sub-committees which will be responsible to the full committee.

2. Jurisdiction and Responsibilities

a) The committee shall have the general authority over the nominations process for the Chair of the Faculty and committees of the Faculty, consistent with the provisions of these By-laws, and shall have authority to appoint substitute members of committees of the Faculty under the conditions specified in these By-laws.

b) Every year (unless the committee shall, with the approval of the Faculty, determine a different schedule), the Committee on Nominations shall circulate a questionnaire to members of the Faculty requesting that they prioritize the committees on which they would be interested in serving. The Committee on Nominations shall consider these responses, along with other factors, in making its decisions.

c) When the Board or the Administration, pursuant to the Plan of Governance, Article III., Section 4 (a)(i) requests that the Committee on Nominations provide a slate of candidates for election to a Board or Administration ad hoc committee or task force, the Committee on Nominations shall consult with the Chair (who may, in turn, consult with the Advisory Council) to determine whether an existing committee, representative of an existing committee, or officer of the Faculty, has jurisdiction over the issue for which representation has been requested. When in the opinion of the Chair (and the Advisory Council if consulted), the matter is clear, the Chair shall inform the Committee on Nominations of its decision, which the Committee on Nominations shall report to the Board or the Administration, and which the Chair shall report to the Faculty at the next meeting of the Faculty. Where the jurisdiction of present committees or officers of the Faculty is in any relevant respect unclear, or where, owing to the significance of the assignment, there is reason to believe that the Faculty might prefer to elect representatives, the Chair shall bring the matter to the Faculty for decision as to whether to assign responsibility to an existing committee, representative of an existing committee, or other officer of the Faculty, or whether to elect a member or members of the faculty to serve on the ad hoc committee or taskforce, and if the latter, how many individuals should be nominated for election (in accordance with the provisions of the Plan of Governance requiring an appropriate slate of candidates). In exceptional cases, where the need for a faculty representative is pressing and could not have been anticipated, the Faculty may decide to select nominees and/or to elect representatives from the floor or to hold elections by mail or by electronic means between meetings of the Faculty.

H. Undergraduate Curriculum Committee

The Faculty hereby establishes the Undergraduate Curriculum Committee.

1. Membership and Conduct of Business

a) The Faculty shall elect six members, at least three of whom shall be tenured, to serve on the committee, in accordance with the provisions of Article VI, Section B of these By-laws. In nominating persons to serve on the committee, the Committee on Nominations shall consider, among other factors, the appropriateness of divisional and rank distribution, but shall not be required to provide for any specific distribution by division or rank other than that provided above. At any time, at least four elected members of the committee or their substitutes shall be active members of the Faculty. If the number of active elected members declines below four, substitutes shall be elected in the number necessary to raise the elected active committee membership to four. Where special circumstances make it appropriate, the Faculty may elect a number of substitutes that will increase the active, elected membership of the committee above four, but not greater than six.

b) The term of membership shall be three years.

c) The Dean of the Undergraduate College and the Provost shall be *ex officio* members of the committee, but without a vote.

d) Two students appointed by and from the student curriculum committee shall serve as members, but without a vote.

e) All elected faculty members of the committee shall be invited to participate in all meetings of the committee. The *ex officio* members of the committee will be invited to all meetings of the committee, except executive sessions. Except for executive sessions or when there are compelling reasons, student members of the committee will be invited to all meetings of the committee. No important committee decisions shall be made without a quorum of four members. The committee may, with the approval of a majority of active members of the committee, establish sub-committees which will be responsible to the full committee.

2. Jurisdiction of the Committee

a) The committee shall have the general authority and responsibility to make recommendations to the Faculty concerning curriculum and instruction within the undergraduate college, including changes to the “Curricular Rules of the Faculty of Arts and Sciences.” This authority includes, but is not limited to:

(1) the shape and content of the college’s curricular offerings and fields of study (including the name of those fields); and the future development of the college’s curriculum and programmatic offerings;

(2) degrees and degree requirements; requirements for majors, minors, and concentrations; academic credit;

(3) scheduling of courses, finals, and the academic calendar; the academic honor code; registration and course enrollment.

b) The committee has general authority and responsibility to insure the integrity, cohesion, and excellence of the curriculum of each of the departments and programs within the college.

c) As part of the committee’s responsibility described in D.2.(1) above, the committee shall work with CAP and the Provost to establish procedures for the committee’s involvement in the process for external reviews and in the college’s response to external review. In accordance with Article III., Section 3(g) of the Plan of Governance, the committee shall obtain from the Office of the Provost reports of outside reviews of departments or programs. The committee will respect the need for confidentiality with respect to comments the reports may make about individual faculty members.

d) Where there is overlap with the jurisdiction of other committees of the Faculty, the Curriculum Committee shall attempt to work with those committees to keep each other informed of issues falling within their joint jurisdiction, and to establish a framework for cooperation. In the event that issues arise concerning the committee's authority or concerning its relation to the work of other committees, the Curriculum Committee shall refer such questions to the Faculty.

I. Committee on Libraries, Information Services and Computing

The Faculty hereby establishes the Committee on Libraries, Information Services and Computing.

1. Membership and Conduct of Business

- a) The Faculty shall elect six members to serve on the committee, in accordance with the provisions of Article VI, Section A of these By-laws. In nominating persons to serve on the committee, the Committee on Nominations shall consider, among other factors, the appropriateness of divisional distribution and particular interests in library or/and information services, but shall not be required to provide for any specific distribution by division or interest. At any time, at least four elected members of the committee or their substitutes shall be active members of the Faculty. If the number of active elected members declines below four, substitutes shall be elected in the number necessary to raise the elected active committee membership to four. Where special circumstances make it appropriate, the Faculty may elect a number of substitutes that will increase the active, elected membership of the committee above four, but not greater than six.
- b) The term of membership shall be three years.
- c) The Chief Information Officer shall be an *ex officio* member of the committee, but without a vote.
- d) All elected members of the committee shall be invited to participate in all meetings of the committee. The *ex officio* member of the committee will be invited to all meetings of the committee, except executive sessions.
- e) No important committee decisions shall be made without a quorum of four elected members. The committee may, with the approval of a majority of active members of the committee, establish sub-committees which will be responsible to the full committee.

2. Jurisdiction and Responsibilities

- a) The committee shall have authority and responsibility to exercise the Faculty's authority over academic matters with respect to library, information services and computing support for the academic mission of the College. In exercising this responsibility, the committee will work with the CIO in the development of policies and budgetary priorities concerning libraries, information services and computing.
- b) When issues arise that are within the jurisdiction of other committees or that raise significant policy matters, the committee shall inform the appropriate committee, or, as appropriate, the Faculty.

J. Committee on Awards and Grants

The Faculty hereby establishes the Committee on Awards and Grants.

1. Membership and Conduct of Business

- a) The Faculty shall elect four members, at least two of whom shall hold tenure, to serve on the committee, in accordance with Article VI. A. of these By-laws. In nominating persons to serve on the committee, the Committee on Nominations shall consider, among other factors, the appropriateness of divisional distribution, but shall not be required to provide for any specific distribution by division.
- b) The term of membership for elected members shall be three years.

- c) The Chair of the Committee on Appointments, and the Dean of Graduate Studies shall be *ex officio* members.
- d) At any time, at least three members of the committee or their substitutes shall be active members of the Faculty. If the number of active members declines below three, substitutes shall be elected in the number necessary to raise the active committee membership to three.
- e) All members of the committee shall be invited to participate in all meetings of the committee. The Director of Sponsored Research shall attend meetings of the committee, but shall not have a vote.
- f) The committee may conduct any of its business with a quorum of at least three members.

2. Jurisdiction and Responsibilities

The committee shall have the responsibility to:

- a) allocate research funds from any competitive pools which the College shall make available;
- b) advise the Provost concerning any awards from agencies to which the College may be asked to nominate individuals or groups;
- c) consult other members of the Faculty when additional expertise is required;
- d) meet, or otherwise consult with, the Committee on Faculty Welfare to develop policies and make recommendations for research and professional development funds.

K. Committee on Faculty Welfare

The Faculty hereby establishes the Committee on Faculty Welfare.

1. Membership

- a) The Faculty shall elect five members to serve on the committee, in accordance with Article VI. A. of these By-laws. In nominating persons to serve on the committee, the Committee on Nominations shall consider, among other factors, the appropriateness of divisional distribution, but shall not be required to provide for any specific distribution by division. At any time, at least three members of the committee or their substitutes shall be active members of the Faculty. If the number of active members declines below three, substitutes shall be elected in the number necessary to raise the elected active committee membership to three. Where special circumstances make it appropriate, the Faculty may elect a number of substitutes that will increase the active membership of the committee above three, but not greater than five.
- b) The term of membership for elected members shall be three years.
- c) All members of the committee shall be invited to participate in all meetings of the committee. The committee shall, as it determines to be appropriate and depending on the issue, invite the Provost, the College's Chief Financial Officer,

Chief Administrative Officer, or other members of the Administration to attend meetings of the committee.

d) No important committee decisions shall be made without a quorum of three members. The committee may, with the approval of a majority of active members of the committee, establish sub-committees which will be responsible to the full committee.

2. Jurisdiction and Responsibilities

The committee shall have the responsibility to:

a) establish methods of communication with the members of the Faculty to determine issues of concern regarding faculty welfare, including salaries, benefits, funding for research and professional development, policies relating to faculty housing, and other conditions of professional life at, and in relation to, the College;

b) develop recommendations for addressing issues of concern to the Faculty regarding faculty welfare, and working with members of the administration to implement those recommendations.

L. Undergraduate Admissions Committee

The Faculty hereby establishes the Admissions Committee for the undergraduate college.

1. Membership and Conduct of Business

a) The Faculty shall elect five members to serve on the committee, in accordance with the provisions of Article VI, Section B of these By-laws. In nominating persons to serve on the committee, the Committee on Nominations shall consider, among other factors, the appropriateness of divisional and rank distribution, but shall not be required to provide for any specific distribution by division or rank. At any time, at least three elected members of the committee or their substitutes shall be active members of the Faculty. If the number of active elected members declines below three, substitutes shall be elected in the number necessary to raise the elected active committee membership to three. Where special circumstances make it appropriate, the Faculty may elect a number of substitutes that will increase the active, elected membership of the committee above three, but not greater than five.

b) The term of membership shall be three years.

c) The Dean of Admissions shall be an *ex officio* member of the committee, but without a vote.

d) All elected members of the committee shall be invited to participate in all meetings of the committee. The Dean of Admissions will be invited to all meetings of the committee, except executive sessions.

e) No important committee decisions shall be made without a quorum of three elected members. The committee may, with the approval of a majority of active members of the committee, establish sub-committees which will be responsible to the full committee.

2. Jurisdiction of the Committee

The committee shall have authority and responsibility to:

- a) make recommendations to the Faculty for changes to general admissions policies (in accordance with the Faculty's joint authority with the Administration over general admissions policies);
- b) develop (in consultation with the Dean of Admissions and Financial Aid and the Dean of the Undergraduate College) and revise additional standards for admissions consistent with the general policies adopted by joint action of the Faculty and the Administration;
- c) insure the consistent application of these policies and standards;
- d) review, and advise the Dean of Admissions and Financial Aid on all other aspects of the admissions process, consistent with the general policies adopted by joint action of the Faculty and the Administration and standards adopted by the Faculty.

In exercising its jurisdiction, it is expected that the committee will remain in regular contact with the Dean of Admissions and will regularly consult with representatives from the undergraduate Student Government Association.

M. Committee on Endowed Lectures

The Faculty hereby establishes the Committee on Endowed Lectures.

1. Membership and Conduct of Business

- a) The Faculty shall elect five members to serve on the committee in accordance with the provisions of Article VI. A. In nominating persons to serve on the committee, the Committee on Nominations shall consider, among other factors, the appropriateness of divisional and rank distribution, but shall not be required to provide for any specific distribution by division or rank. At any time, at least three elected members of the committee or their substitutes shall be active members of the Faculty. If the number of active elected members declines below three, substitutes shall be elected in the number necessary to raise the elected active committee membership to three. Where special circumstances make it appropriate, the Faculty may elect a number of substitutes that will increase the active, elected membership of the committee above three, but not greater than five.
- b) The term of membership shall be three years.
- c) The Provost or representative of the Provost shall be an *ex officio* member of the committee, but shall not have a vote.
- d) All active members of the committee shall ordinarily participate in meetings of the committee. No important committee decisions shall be made without a quorum of three elected members. The committee may, with the approval of a majority of active members of the committee, establish sub-committees which will be responsible to the full committee.

2. Jurisdiction and Responsibility

The committee shall have the authority and responsibility to:

- a) select recipients for the 1902 Lecture Fund from nominees put forward by academic units, or groups of academic units;
- b) invite lecturers on behalf of the College in accordance with the provisions of other lecture endowments, and except for those endowments that have been made on behalf of specified departments.

N. Junior Faculty Liaison

The Faculty hereby establishes the Office of Liaison to the Junior Faculty.

1. Term of Office and Election

- a) By the third week in September, the Chair of the Faculty will call a meeting of the pre-tenured members of the Faculty ("Junior Faculty") to elect a Junior Faculty Liaison. The Chair will not attend the meeting. The Junior Faculty shall provide for the election of a Junior Faculty Liaison, either at that meeting or at a subsequent meeting, and shall, subject to the provisions of Section 1.b below, determine the procedures for election.
- b) The Junior Faculty Liaison, who shall be a tenured member of the Faculty, shall be selected by consensus. In the event that the Junior Faculty cannot agree on a single individual, election shall be by 2/3 majority vote in a secret ballot.
- c) The Junior Faculty Liaison will serve for a term of one year. Liaisons may be elected for more than one consecutive term.

2. Jurisdiction and Responsibilities

The Junior Faculty Liaison shall be responsible for periodically meeting with members of the Junior Faculty as a whole to provide information and advice, to hear any concerns that the Junior Faculty may have, and to discuss possible courses of action; and shall have the authority to:

- a) communicate, at the request of the Junior Faculty as a whole, the concerns of the Junior Faculty to the appropriate individual or committee; and
- b) represent individual members of the Junior Faculty, at their request, to the administration, Faculty committees, or other members of the faculty, in an attempt to resolve informally issues of concern.

The Junior Faculty Liaison may, with the agreement of the Junior Faculty, take on other functions that do not require a specific delegation of authority from the Faculty or Administration, and may, with the agreement of the Junior Faculty, be delegated additional authority by the Faculty or Administration.

O. Council on Undergraduate Academic Standing

The Faculty hereby establishes the Council on Academic Standing.

1. Membership and Conduct of Business

- a) The Faculty shall elect five members to serve on the council, in accordance with the provisions of Article VI, Section A of these By-laws. In nominating persons to serve on the council, the Committee on Nominations shall consider, among other factors, the appropriateness of divisional and rank distribution, but shall not be required to provide for any specific distribution by division or rank. If the number of active elected members declines below three, substitutes shall be elected in the number necessary to raise the elected active committee membership to three.
- b) The term of membership shall be three years.
- c) The Dean of the Undergraduate College, or her/his designee, shall be an *ex officio* member of the council, but shall not have a vote.
- d) All active members of the council shall ordinarily participate in meetings of the committee. No important committee decisions shall be made without a quorum of four members. The committee may, with the approval of a majority of active members of the committee, establish sub-committees which will be responsible to the full committee.

2. Jurisdiction of the Council

The council shall have the authority, within the undergraduate college to:

- a) rule upon requests for exceptions to the requirements for degree made by individual students (“special cases”);
- b) decide upon probations, suspensions and exclusions for academic reasons, subject to the review by the President as provided for in Article V, Section 3 of the Plan of Governance;
- ⇒ approve independent majors ;
- d) make recommendations to the Faculty and to other committees of the Faculty concerning changes to policy and rules on matters related to the subject matter of this committee.
- e) In exercising its jurisdiction over (a)-(c), the council shall act in accordance with the policies and rules established by the Faculty.

P. Committee on Undergraduate Awards and Fellowships

The Faculty hereby constitutes the Committee on Undergraduate Awards and Fellowships

1. Membership and Conduct of Business

- a) The Faculty shall elect six members to serve on the committee, in accordance with the provisions of Article VI, Section A of these By-laws. In nominating persons to serve on the committee, the Committee on Nominations shall consider, among other factors, the appropriateness of divisional and rank distribution, but

shall not be required to provide for any specific distribution by division or rank. At any time, at least four elected members of the committee or their substitutes shall be active members of the Faculty. If the number of active elected members declines below four, substitutes shall be elected in the number necessary to raise the elected active committee membership to four.

- b) The term of membership shall be three years.
- c) The Dean of the Undergraduate College, or her/his designee, shall be an *ex officio* member of the committee, but shall not have a vote.
- d) All active members of the committee shall ordinarily participate in meetings of the committee. No important committee decisions shall be made without a quorum of four members. The committee may, with the approval of a majority of active members of the committee, establish sub-committees which will be responsible to the full committee.

2. Jurisdiction

The committee shall have authority to:

- a) make recommendations to the Faculty for policies concerning the eligibility and awarding of degrees of distinction and the following fellowships: the European Fellowships, the Gertrude Slaughter Fellowship, the Charles S. Hinchman Memorial Scholarship, and the Elizabeth G. Shippen Scholarships;
- b) make recommendations to the Faculty for the awards of the *summa* and for the European Fellowships, the Gertrude Slaughter Fellowship, the Charles S. Hinchman Memorial Scholarship, and the Elizabeth G. Shippen Scholarships;
- c) advise the Dean of the Undergraduate College concerning the selection and nomination of candidates for outside awards, internships, and special scholarships not vested in any department.

Q. Graduate Council

The Faculty hereby constitutes the Graduate Council

1. Membership and Conduct of Business

The Faculty shall elect ~~six~~ seven members to serve on the council, in accordance with the provisions of Article VI, Section A of these By-laws. In nominating persons to serve on the council, the Committee on Nominations shall consider, among other factors, the appropriateness of divisional and rank distribution, and distribution of faculty members from departments with and without graduate programs; but shall not be required to provide for any specific distribution. At any time, at least five elected members of the committee or their substitutes shall be active members of the Faculty. If the number of active elected members declines below five, substitutes shall be elected in the number necessary to raise the elected active committee membership to five

- a) The term of membership shall be three years.

- b) The Dean of Graduate Studies shall be an *ex officio* member of the council, but shall not have a vote.
- c) Three graduate students shall serve as members, but without a vote.
- d) All active members of the council shall ordinarily participate in meetings of the committee. No important committee decisions shall be made without a quorum of five elected members. The committee may, with the approval of a majority of active members of the committee, establish sub-committees which will be responsible to the full committee.

2. Jurisdiction

- a) The council shall meet to discuss issues concerning graduate studies and;
- b) will have authority with respect to:
 - (1) make recommendations to the Faculty for policies concerning graduate curricula and all matters relating to the academic requirements and regulations for higher degrees
 - (2) grant fellowships and financial aid through the Subcommittee on Awards;
 - (3) rule upon requests for exceptions to the requirements for the degree made by individual students (“special cases”);
 - (4) admit students for graduate work in ~~Arts and Sciences~~, which authority the council may delegate to the individual departments and programs.
 - (5) impose penalties for academic failure or deficiencies of students including (subject to the review by the President as provided for in Article V, Section 3 of the Plan of Governance) separation or exclusion from the College.

R. Representatives to other Committees

In accordance with the provisions of Article VI. A of these By-laws, the Faculty shall elect one representative to serve on the Seven College Conference, three representatives to the Administrative Board of the Academic Honor System, and three representatives to serve on the McBride Advisory Committee. The representatives to the McBride Advisory Committee shall be responsible for insuring that decisions on matters that fall within the curricular or other authority of the Faculty are referred to the Faculty or relevant committee of the Faculty.

S. Ad Hoc Committee for Selection of a Provost

In accordance with the Plan of Governance, Article III, Section 4 (b)(ii), when a Provost is to be appointed other than on a temporary acting basis, the Faculty shall elect a committee to propose a slate of from 3 to 5 persons from whom the President shall choose.

1. Membership and Election

- a) The committee shall consist of three members, two of whom shall be tenured.

b) The committee shall be elected in accordance with the provisions of VI. B, except that the Committee on Nominations shall not be required to nominate more than six candidates.

2. Jurisdiction and Responsibilities

a) It is expected that the committee will consult broadly with members of the Faculty and will attempt to compose a slate of members of the Faculty, all of whom shall hold appointment with tenure.

b) If, after attempting to form a slate from members of the Faculty, the committee concludes that there are important reasons for doing so, it may, in accordance with the Plan of Governance, Article III, Section 4.B.ii), propose persons who are not members of the Faculty. In this circumstance, the committee shall work with the President's office in facilitating the logistics of the search.

c) The committee shall submit its slate to the President. If, after consultation with the committee, the Committee on Appointments and the Board, the President finds none of the persons proposed acceptable, the committee shall propose another slate.

T. Representatives to Search Committees for other Senior Administrators

Representatives to search committees for the President and for other Senior Administrators will be elected according the procedures of Article VI. B, except that the Committee on Nominations shall not be required to nominate more than six persons in total for any single search. No more than one person who does not have tenure shall be elected for each search.

U. Representatives to the Committee on Institutional Priorities

The Chair of the Faculty and the three most senior members of CAP, as determined by length of service on that committee during their present terms, shall serve as representatives to the Committee on Institutional Priorities. Where an equal length of service of two or more members of the committee prevents selection on that basis of the requisite number of members, the committee will resolve the issue.

V. Ad Hoc Committee to Review Recommendation for Termination of Tenured Appointments

1. In the event that it becomes necessary to elect an ad hoc committee to review a recommendation to remove a tenured member of the faculty, pursuant to the Plan of Governance, Article III, Section 9, the Faculty shall elect three members, at least two of whom shall be full professors and all of whom shall have tenure.

2. The Faculty shall elect the committee according to the procedure of Article VI. Section B, with the following exceptions and specifications:

a) There shall be no self-nominations.

b) No person shall be nominated who is a member of the same department as the faculty member under review, or who served on the Committee on Appointments during the time in which it considered any matters respecting the post-tenure removal of the faculty member under review.

c) No person shall serve, or shall participate in the election for members of the committee, if s/he believes that because of her/his relationship with the faculty member under review, s/he may not be capable of rendering an impartial judgment, or if s/he believes that the appearance of impartiality would best be served if s/he did not serve or participate in the election.

d) The Committee on Nominations shall select six candidates in total. Prior to nominating each candidate, the Committee on Nominations shall meet with the candidate to discuss her/his relationship with the faculty member under review, and to assure the committee that the candidate will render an impartial judgment, and that the presence of that candidate on the committee would not suggest the appearance of partiality.

VI. Elections

A. For election to all standing committees other than the Committee on Academic Priorities, the Committee on Appointments, the Committee on Nominations, the Undergraduate Curriculum Committee, and the Undergraduate Admissions Committee, the following procedures shall be used:

1. The Committee on Nominations shall nominate one person for each open position, or position that it is anticipated will be open during the following semester; shall determine, and inform the Faculty of the meeting of the Faculty at which election for those positions will take place; and shall distribute in advance of that meeting the names of the nominees, their department or program, rank, and previous service
2. At the meeting designated for election, the Committee on Nominations or its Chair shall formally put before the Faculty the names of all persons nominated. The chair of the Faculty shall open the floor for additional nominations. Where more than one person has been nominated for a position on a committee on which there are two or more open positions, the election for the open positions shall be held consecutively and all nominees will be considered for each open position.
3. For substitutions of longer than one semester, the Committee on Nominations shall use the same procedure outlined in VI.A.1-2. For substitutions of one semester or less, the Committee on Nominations may determine a substitute.

B. For election to the office of the Chair of the Faculty, the Committee on Academic Priorities, the Committee on Appointments, the Undergraduate Curriculum Committee, and the Undergraduate Admissions Committee, the following procedures will be used:

1. The Committee on Nominations shall determine, and inform the Faculty of the period for nominations and of the meeting of the Faculty at which election for those positions will take place.
2. The Committee on Nominations shall nominate for each open position or position that it is anticipated will be open during the following semester, at least three eligible persons who are willing to serve.
3. Any eligible faculty member may nominate himself/herself by providing to the Committee on Nominations a petition of nomination signed by at least seven faculty members, not including the nominee, five of whom must be from departments other

than that of the nominee. These nominees shall be in addition to the (at least three) names of persons who shall be nominated by the Committee on Nominations. The Committee on Nominations shall not in any way disclose to other members of the faculty which of the nominees were self-nominated.

4. The Committee on Nominations shall circulate to the Faculty at least ten days prior to the end of the nominations period and at least ten days after the committee has announced to the Faculty the opening of nominations, a list of all existing nominees. Subsequent to the circulation of this list, additional persons may be nominated either by the Committee on Nominations or by self-nomination. At the close of the nominations period, the Committee on Nominations shall circulate to the Faculty a final list. On each of these lists, the Committee on Nominations shall indicate, for each nominee, the nominee's department, rank, and previous committee service. Other information may be provided by the Committee on Nominations or by the candidate in accordance with policies established by the Committee on Nominations. No nominations may be made except in accordance with the above provisions.

5. When there is more than one opening on a single committee, the election for open seats will be held consecutively, and at the same faculty meeting. When there is more than one opening on a single committee and one or more positions must be filled by a tenured member of the Faculty, election for such position(s) will be held first. All eligible nominees for a particular committee will be considered for each open position.

6. For substitutions of longer than one semester, the Committee on Nominations shall use the same procedure outlined in VI.B.1-3. For substitutions of one semester or less, the Committee on Nominations may nominate an eligible member of the Faculty willing to serve, subject to approval by the Faculty. In the event that the immediate need for a substitute makes approval by the Faculty not practicable, the Committee on Nominations may appoint a substitute who will serve until the next meeting of the Faculty.

C. For election to the Committee on Nominations, the procedures of VI.B. above shall be employed, except that the Chair of the Faculty and those former members of the Committee on Appointments who have served on that committee within the last two years, shall perform the functions of a nominations committee. All authority of the Committee on Nominations as set forth in these By-Laws shall, with respect to elections to the Committee on Nominations, be exercised by these persons.

D. Election for Faculty Chair, Committee on Academic Priorities, Committee on Appointments, and Committee on Nominations shall be by two-thirds majority of the voting members casting a vote. All other elections shall be by simple majority of voting members casting a vote.

E. With the approval of the Faculty, elections may be held by mail or by electronic means between meetings of the Faculty. The qualifications for voting and for a quorum shall, in such cases, be the same as if the elections were held at a meeting of the Faculty.

F. Membership terms on committees shall be staggered in accordance with the following;

1. For committees of six members and four-year terms, at least one member shall be elected every year and additional members elected in other years to insure that the

total number of elected faculty members (including both active and inactive members) will be six.

2. For committees of six members and three-year terms, two members shall be elected every year;

3. For committees of five members and three-year terms, at least one member shall be elected every year and additional members elected in other years to insure that the total number of elected faculty members (including both active and inactive members) will be five.

4. For committees of four members and three-year terms, one member shall be elected every year, and two members shall be elected every fourth year or as otherwise necessary to insure that the total number of elected faculty members (including both active and inactive members) will be four.

In the event that resignations or other circumstances would disrupt the schedule of staggered terms as set out above, the Committee on Nominations may alter the above provisions to the least extent necessary to return to the staggered schedule above. The provisions of this sub-section may be modified by the Committee on Nominations with the approval of 2/3 vote of the Faculty.

G. Terms for officers and members of committees will ordinarily begin on the last Monday in August following their election and end on the day before the last Monday in August of the year in which their term expires. Terms shall run from the date of election, and shall not be extended due to leave or other inability to perform the functions of committee membership. The term for substitutes will ordinarily begin on the day on which the number of regular active members of the committee falls below the minimum as specified in these By-laws and will expire when the membership of the committee not including the substitute reaches that minimum. When more than one substitute for the same committee is elected, one substitute shall be designated as primary, the second as secondary, and so forth. The primary substitute will serve until the active membership of the committee reaches the necessary quorum; the secondary substitute will serve until the active membership of the committee plus the primary substitute reaches the quorum, etc. For substitutes elected according to the procedures specified in VI.A.1-2, or VI.B.1-3, the first person elected will be considered the primary substitute, the second person elected will be considered the secondary substitute, etc. For substitutes elected or appointed by other procedures outlined above, the Committee on Nominations shall designate each person nominated or appointed as a primary substitute, secondary substitute, etc. Under no circumstances shall a substitute serve longer than a regular term.

The provisions of this sub-section may be modified by two-thirds vote of the Faculty.

H. No person shall be elected to a committee, under the provisions of this Article, Section B. or C. above, who shall have served for a total of at least one year during the three years previous to the election. No person shall be elected as Chair of the Faculty for more than five consecutive years.

VII. Amendments

Amendments to the By-laws may be made by majority vote of the Faculty at two meetings of the Faculty held consecutively or during the same academic year. The text of proposed changes shall be mailed to the Faculty in advance of the first vote, and the text, with any modifications that may have been made during the first Faculty meeting, shall be mailed to the Faculty in advance of the second vote.

VIII. Transition

The By-laws shall go into effect pursuant to rules adopted by the Faculty as soon as is practicable, but in no case later than one semester following the adoption of the By-laws.

POLICIES OF THE FACULTY

Review of By-laws

1. The Faculty will constitute an ad hoc committee in 2009-2010 to review the By-Laws.

Rules of Transition

1. All provisions of the By-laws other than the following, shall go into effect immediately upon adoption of these By-laws.
 - a. As soon as is practicable, the Committee on Nominations shall begin the nominations procedure for election of Faculty Chair
 - b. The procedure for running meetings of the Faculty shall go into effect beginning with the first meeting subsequent to election of the Faculty chair.
 - c. Upon election of the Faculty Chair, the duties of the current representative to the Board of Trustees will transfer to the Faculty Chair.
 - d. The Council of the Undergraduate College will remain in existence until the first meeting of the Faculty of the Arts and Sciences in the fall term, 2006. The Council on Academic Standing will commence the day after the first meeting of the Faculty of the Arts and Sciences in the fall term, 2006.
2. For all committees that exist and that shall continue under the former By-laws, existing members will continue in their membership. Those members with more years remaining than the terms specified by the By-laws will have their terms reduced to the normal term as specified in the new By-laws. New members shall be added as necessary according the procedures specified in the new By-laws. In order to move as expeditiously as possible to the system of staggered terms as specified in these By-laws, the Committee on Nominations (or, in the case of election to the Committee on Nominations, the Faculty Chairs) shall bring to the Faculty proposals for electing additional members to these committees with terms that may be shorter than those provided in the By-laws.
3. In nominating members to the Council on Academic Standing, the Committee on Nominations shall give first consideration to members of the previously existing Committee on Independent Majors and Undergraduate Council with remaining years in their terms.
4. The term of the first Faculty Chair will begin upon election and will end on the last Monday of August, 2009.

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