

# BY-LAWS OF THE FACULTY OF ARTS AND SCIENCES

Adopted May 2006

## I. Authority of the Faculty of Arts and Sciences

All authority held by the Faculty of Arts and Sciences ultimately resides in the Faculty as a body. This authority includes plenary authority over curriculum and instruction in the Undergraduate College and in the Graduate School of Arts and Sciences (GSAS), plenary authority over admissions in the Graduate School of Arts and Sciences, authority over admissions to the Undergraduate College as specified in the Plan of Governance and in the delegation of authority from the General Faculty (which authority, in the case of general policies of admissions to the Undergraduate College, is held jointly with the Administration), authority over suspensions and expulsions from the Graduate Schools of Arts and Sciences and the Undergraduate College (held jointly with the President, as provided for in the Plan of Governance), and authority to determine the manner in which the business of the Faculty shall be conducted. All authority of the Faculty of Arts and Sciences ultimately resides in the Faculty as a body. All officers, committees, and representatives of the Faculty of Arts and Sciences are responsible to the Faculty as a whole, and 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—is retained by the Faculty as a whole. 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.

## 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 of Arts and Sciences;

B. “active member” refers to a member of a Faculty not on leave;

## III. Membership.

The Faculty of Arts and Sciences consists of the President, the Provost, the Dean of the GSAS, the Dean of the Undergraduate College and all officers of instruction of the Undergraduate College and the GSAS.

## IV. Meetings of the Faculty

### A. Regular Meetings

1. There shall be regular meetings of the Faculty of Arts and Sciences, six times during the academic year: on the third Wednesday in October, the second Wednesday in November, and February, on the last Wednesdays of March and April, and on the Friday before Commencement Day. Where circumstances require, the date of the Faculty meetings may be altered by the Chair.

2. All regular meetings shall be called for 4:00 p.m., and, unless changed by majority of those in attendance, shall end at 6:00 p.m., except the meeting immediately preceding Commencement Day, which shall be called for 9:00 a.m., and unless changed by majority of those in attendance, shall end at 11:00 a.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 eight 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 procedure in meetings of the Faculty of Arts and Sciences shall, unless waived by a 2/3 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 2/3 majority, the Chair of the Faculty shall insure that an accurate record of all actions are taken at meetings of the Faculty. The Faculty shall report all of its important actions and decisions in writing to the

General Faculty and 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 of Arts and Sciences," 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 of Arts and Sciences," 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 graduate and 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 the business of the committee. 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 committee or major policy recommendations or guidelines presented to members of the Administration, without review by the Faculty.

6. Within the first two weeks of the academic year, the senior member(s) of each committee, as determined by length of continuing service on the committee, shall convene the committee 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 Faculty Chair.

### B. Chair of the Faculty

The Faculty hereby establishes the office of Chair of the Faculty of Arts and Sciences.

#### 1. Term of Office and Election

- a) The term of office for Chair shall be two years.

b) Election for Chair will take place at the November meeting of the Faculty 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 course of their term. [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 of Arts and Sciences;

b) determining the agenda for meetings of the Faculty, in consultation with the President, the Provost, the Undergraduate and Graduate Deans, the Chair of the General Faculty, and the chairs of committees of the Faculty of Arts and Sciences, 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 Vice-Chair for meetings of the Advisory Council of the General Faculty;

e) coordinating the work of the committees of the Faculty of Arts and Sciences, which may include attending, in consultation with the chair of the relevant committee, meetings of committees of the Faculty of Arts and Sciences, and, when appropriate to this end, bringing together committees or representatives of committees of the Faculty of Arts and Sciences, and requesting joint meetings between committees, or representatives of committees of the Faculty of Arts and Sciences and committees of, or representatives of committees of, the General Faculty;

f) working with the Chair of the General Faculty to promote cooperation between committees of the General Faculty and committees of the Faculty of Arts and Sciences;

g) serving as the representative to the Board of Trustees for the Faculty of Arts and Sciences;

h) acting as a representative of the Faculty of Arts and Sciences;

i) 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;

j) promoting communication and cooperation between the work of Faculty committees and the work of Administration or Board committees;

k) keeping the Chair-elect informed of on-going issues;

l) acting, along with the Chairs of the General Faculty and the Faculty of the Graduate School of Social Work and Social Research, as a nominating committee for election to the Nominating Committee of the General Faculty, in accordance with the procedures specified in the By-laws of the General Faculty;

m) appointing at his or discretion and for annual terms, a Parliamentarian.

#### C. Nominations Committee

The Nominations Committee of the General Faculty shall serve as the Nominations Committee for Arts and Sciences.

#### D. Curriculum Committee

The Faculty hereby establishes the 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 of Arts and Sciences or the General 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 appropriate Faculty or Faculties.

e)

#### E. Admissions Committee

The Faculty of Arts and Sciences hereby establishes the Admissions Committee.

##### 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 of Arts and Sciences 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 of Arts and Sciences 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 of Arts and Sciences and the Administration and standards adopted by the Faculty of Arts and Sciences.

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.

### F. Council on 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 to:

a) rule upon requests for exceptions to the requirements for the 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;

c) approve independent majors within the Undergraduate College;

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.

## G. 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.

## H. Graduate Council of Arts and Sciences

The Faculty hereby constitutes the Graduate Council of Arts and Sciences (GSAS Council)

### 1. Membership and Conduct of Business

- a) The faculty shall elect six 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 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 Graduate School 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 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 have authority 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 in the Graduate School of Arts and Sciences, 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.

b) The council shall consult regularly with its counterpart in the Graduate School of Social Work and Social Research to insure compliance with policies concerning supervision of the degree of Doctor of Philosophy, and to recommend to the Faculty changes to those policies.

#### I. 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.

#### J. Special Committees

The Faculty may constitute additional special committees on an ad hoc basis by majority vote, their members to be elected or appointed according to procedures that shall be specified by the Faculty.

### VI. Elections

A. For election to all standing committees other than the Curriculum Committee, and the Admissions Committee, the following procedures shall be used:

1. The Nominations Committee 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 Nominations Committee or its Chair shall formally put before the Faculty the names of all persons nominated. The chair of the Faculty meeting 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 Nominations Committee shall use the same procedure outlined in V.A.1-2. For substitutions of one semester or less, the Nominations Committee may determine a substitute.

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

1. The Nominations Committee shall determine, and inform the Faculty of the period for nominations and of the meeting of the Faculty at which election for each open position, or position that it is anticipated will be open during the following semester will take place.
2. The Nominations Committee 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 on the designated committee.
3. Any eligible faculty member may nominate himself/herself by providing to the Nominations Committee 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 Nominations Committee. The Nominations Committee shall not in any way disclose to other members of the faculty which of the nominees were self-nominated.
4. The Nominations Committee shall circulate to the Faculty at least ten days prior to the end of the nominations period and not less than 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 Nominations Committee or by self-nomination. At the close of the nominations period, the Nominations Committee shall circulate to the Faculty a final list. On each of these lists, the

Nominations Committee shall indicate, for each nominee, the nominee's department, rank, and previous committee service. Other information may be provided by the Nominations Committee or by the candidate in accordance with policies established by the Nominations Committee. 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 Nominations Committee shall use the same procedure outlined in V.B.1-3. For substitutions of one semester or less, the Nominations Committee 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 Nominations Committee may appoint a substitute who will serve until the next meeting of the Faculty.

C. Election for Faculty Chair shall be by 2/3 majority of the voting members casting a vote. All other elections shall be by simple majority of the voting members casting a vote.

D. 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.

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

[For committees of six members and four-year terms, two members shall be elected every second year, and one member in the other years.]

1. For committees of six members and three-year terms, two members shall be elected every year;
2. For committees of five members and three-year terms, two members shall be elected each year for two years, followed by an election of a single member.

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

F. 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. The term for substitutes will ordinarily begin on the day on which the number of regular active members of the committee falls below the quorum for the conducting of committee business and expire when the membership of the committee not including the substitute reaches the minimum required for a quorum. 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 V.A.1-2, or V.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 Nominations Committee 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 a two-thirds vote of the Faculty.

F. No person shall be elected to a committee under the provisions of this Article, section B. who shall have served on that committee for a total of at least one year during the three years previous to the election.

G. 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 of Arts and Sciences at two meetings of the Faculty consecutively held 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 OF ARTS AND SCIENCES

### 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 to 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.