

## **BY-LAWS OF THE FACULTY**

Adopted May 2006

Amended 12/05/07, 5/16/08, 3/25/09, 5/16/14, 5/17/19, and 9/14/22

### **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.
- B. 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.
- C. 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.
- D. 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;
- C. "Officers of Instruction" refers to persons who, during the present academic term have (or, during breaks between terms, have been assigned for the following term) responsibility for

teaching at least one course for College credit, including ultimate responsibility for the content of the course and the assignment of grades for that course;

D. "Includes" means "including, but not limited to".

### **III. Principles**

As members of a collegial and democratic community, the Faculty commits itself to the following principles:

- A. We have the responsibility to treat each other civilly, constructively, and with due respect for opposing views.
- B. While recognizing the inevitability of disagreements, we have the responsibility, to try to arrive at solutions that are in the best interest of the College, that take seriously opposing views, and that attempt, as far as possible, to forge a consensus, or, when that is not possible, to reduce, to the extent that we can, the area of disagreement. This responsibility applies equally when we find ourselves as members, on a particular question, of a majority or minority view. As members of a majority, we have a responsibility to try to find solutions that accommodate, as far as possible, reasonable concerns, while as members of a minority we have a responsibility to honor a decision with which we might disagree when the majority has made a good-faith effort to understand and accommodate our concerns.
- C. Representatives of the Faculty have the responsibility to recognize that their authority is exercised on behalf of their colleagues and to act accordingly. While representatives are entitled and expected to exercise their own judgment within the scope of their responsibilities and authority as otherwise outlined in these by-laws, the responsibility to act on behalf of colleagues means that decisions should in most case be responsive to the views of members of the community and the concerns of those who will be affected by their decisions. While there are exceptions to this principle that are necessary for certain committees to carry out the responsibilities that they have been assigned (such as personnel reviews), the exceptions should be construed narrowly.
- D. The Faculty recognizes that confidentiality is necessary for discussions and decisions involving individual personnel matters or in which the professional merits of particular individuals is discussed. For such matters, the Faculty re-affirms the absolute obligation of members of the Faculty to protect the confidentiality of the decision-making process. In circumstances in which, with respect to such matters, the precise responsibilities of confidentiality are open to reasonable differences of judgment, members of the Faculty have the responsibility to consult their committees, or if this is not practicable the committee chair, or if this is not practicable the Chair of the Faculty, to determine the appropriate standard. If questions arise for the Chair of the Faculty, the Advisory Council may be consulted.
- E. The Faculty further recognizes that confidentiality may be appropriate in other circumstances, such as where it is necessary to promote the candid exchange of views.

However, when maintaining confidentiality has the effect of preventing representatives of the Faculty from fulfilling their obligations to consult with the Faculty, it is the policy of the Faculty that the scope for confidentiality should be narrowly construed. It is the individual responsibility of representatives of the Faculty to apply these principles to particular circumstances and the right of the Faculty to ask for an accounting of how its representatives are applying those principles and to discuss the application of those principles. In making a judgment as to the proper scope of confidentiality, representatives of the Faculty may consult with members of their committees, with the Chair of the Faculty, with the Parliamentarian, and with others. Representatives of the Faculty are not authorized to agree, as a condition of participating on a committee, taskforce, or other body, to waive the responsibility to make that individual judgment.

#### **IV. Membership.**

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

#### **V. 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 canceled 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; 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; general question period; reports from the standing committees; reports from special committees; business from the Minutes; other new business, including elections. 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, the chairs of committees of the Faculty, or other representative 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 ensure that an accurate record of all actions is taken at meetings of the Faculty. The Faculty shall, through the Faculty Chair, 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 ensure 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, or posted online in a location easily accessible by members of the Faculty, and indicated on the same site where the By-laws are posted.
3. The Chair of the Faculty shall ensure that all curricular rules and degree requirements 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, or posted online in a location easily accessible by members of the Faculty, and indicated on the same site where the By-laws are posted.

#### 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, as reported by the Provost's office each semester, 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. The Chair may invite others to attend meetings of the Faculty.

3. A majority of the active voting members of the Faculty shall constitute a quorum. 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.
4. For all competitive elections (that is, elections in which there is more than one candidate), voting shall be by secret ballot.
5. For all other votes, the chair may call for a voice vote. If a voice vote is taken, the Chair will adjudge the result or, if in the judgment of the chair the vote is inconclusive, will call for a balloting, which shall be secret. Any voting member of the Faculty who has reason to believe that the result as announced by the Chair does not reflect the actual results of the voice vote, or that the voice vote was inconclusive, may request a ballot, which shall be secret, and the Chair shall grant any reasonable request.
6. When there is a controversy on the floor of a Faculty meeting that in the view of the Chair might constructively be resolved by smaller group deliberation, the Chair shall, whenever practicable, appoint an ad hoc committee that shall include at least one representative of each of the opposing views, the Parliamentarian, and may include the Chair of the Faculty. The ad hoc committee will be chaired by the Chair of the Faculty if the Chair is a member of the committee, and if not shall be chaired by the Parliamentarian. The chair of the ad hoc committee shall invite others to meet with it, and shall attempt either to resolve the conflict or to offer a proposal that minimizes the differences prior to the next Faculty meeting. Individuals who feel strongly about the issue have the responsibility of discussing it with the ad hoc committee between Faculty meetings. At the next Faculty meeting, the ad hoc committee shall report on its discussions and conclusion. If the committee was able to come to an agreement, it may offer its conclusion as a motion to the Faculty for discussion and a vote. If the committee was not able to come to an agreement, it shall present to the Faculty one or more motions and present, in whatever form it believes to be most useful, the arguments on each side of the controversy. The Faculty shall have an opportunity to ask questions and to discuss the motion or motions before voting. The provisions of this subsection may be modified in individual cases by a 2/3 vote of the Faculty.
7. If disagreements arise concerning the meaning of the Bylaws, the Chair will ask the Parliamentarian for an opinion, which should be issued in writing if there is sufficient notice, or verbally if there is not. If the dispute concerns a matter that has arisen or is expected to arise at a Faculty meeting, the Parliamentarian may be asked briefly to discuss the opinion at the appropriate Faculty meeting. If there is a disagreement over the opinion issued by the Parliamentarian, the procedures outlined in the preceding section shall be used, unless determined by the Chair to be wholly impracticable (which decisions shall be subject to a contrary motion), in which case the Chair shall put the matter to a majority vote of the Faculty.

8. 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 a motion duly made and seconded, of one quarter of the members present and voting. If the Chair judges that a measure is not sufficiently important to require a second vote, s/he shall offer the opportunity for members of the Faculty to offer a motion designating the measure as sufficiently important to require a second vote.

## **VI. 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 its responsibilities. 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 and other representatives of the Faculty have the responsibility to keep the Faculty informed of the work of the committee or bodies to which Faculty representatives have been elected. Every committee shall annually submit to the Chair of the Faculty a short written report on the activities of the committee for the year. The Chair will post the reports. During the development of significant policies, significant policy recommendations, and other planning documents and proposals that are of general applicability to the College, committees and other representatives of the Faculty should inform the Faculty, seek input from the Faculty, and should, to the extent reasonably practicable, give full consideration to the comments they receive. Where members of the Faculty offer alternatives to the proposals offered by the committee or representative for consideration that the committee or representative decides, after deliberation, to reject, the committee or representative shall endeavor, in reporting back to the Faculty, to explain the basis for its decision. 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, which may either approve the proposal of the committee or return it to the committee for further consideration.

#### 6. Selecting Committee Chairs

a) Except in the case of the Committee on Academic Priorities, the Chair of each committee shall convene the committee during the spring term for the purpose of electing a chair for the following year. This meeting shall not be held until all elections for that committee that are to be held that year have completed. All elected members of the committee who will be serving during the following year, including those whose terms have not yet begun, shall be invited to participate in the selection of the chair and only they shall have a vote.

b) Notwithstanding the provisions of subsection a) above, the Committee on Appointments may choose instead to hold elections in the fall for the subsequent year's chair. Should it choose to select a chair in the fall term, it should request that the Committee on Nominations conduct elections during the fall for any anticipated vacancies for the following year, and should, if practicable, wait until any elections planned for the fall have completed. All elected members of the committee who will be serving during the following year, including those whose terms have not yet begun, shall be invited to participate in the selection of the chair and only they shall have a vote.

c) Except in special circumstances, which should be discussed in advance with the Chair of the Faculty, Junior Faculty should not be asked to chair committees.

7. The Faculty may assign to its officers and committees responsibilities in addition to those listed in these by-laws.

8. Except at the invitation of the Board, committees will communicate with the Board through the Representatives of the 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; or 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 VII, Section B. of these by-laws, until such a time as a Chair-elect or immediately former Chair is available;

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 VII, 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 and Authority

- a) The Chair of the Faculty will have responsibility for:
  - i. chairing meetings of the Faculty;
  - ii. 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;
  - iii. working with the Provost's office to establish a list of voting members of the Faculty and informing members of the Faculty of their voting status;
  - iv. ensuring the preparation of the minutes of Faculty meetings, according to the requirements of V. F. (1);
  - v. serving as Chair for meetings of the Advisory Council of the Faculty;
  - vi. 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;

vii. serving as a representative to the Board of Trustees for the Faculty; acting as a representative of the Faculty (which shall not be considered as a substitute for appropriate consultation with other relevant Faculty bodies);

viii. supervising the sending of faculty minutes and agenda to the Faculty, and the enrolling of all policies of the Faculty, in accordance with Article V, Section F of these by-laws;

ix. promoting communication and cooperation between the work of Faculty committees and the work of Administration or Board committees;

x. keeping the Chair-elect informed of on-going issues;

xi. acting, along with former members of the Committee on Appointments who have served within the previous two years (or, if there are not available at least two persons who have served within the previous two years, the last two persons to have served on the Committee on Appointments who are available) as a nominating committee for election to the Committee on Nominations, in accordance with the procedures specified in these by-laws, Article VII. C.;

xii. appointing, for annual terms, a Parliamentarian;

xiii. ensuring that all policies and curricular rules and degree requirements adopted by the Faculty are enrolled according to the requirements of V. F. (2) and (3).

b) The Chair of the Faculty has general authority over the conduct of meetings, consistent with the Plan of Governance and these By-Laws, and subject to a vote by the Faculty to overturn a decision of the Chair. This includes, but is not limited to, the following:

i. The Chair may establish reasonable time limits for discussion. When the discussion concerns a motion or other action item, the expiration of the time limit shall not by itself imply the appropriateness of an immediate vote, although it is an occasion for determining whether the conditions of the following section have been met.

ii. When a motion is on the floor for discussion, the Chair shall ordinarily seek to ensure that all views have had a chance to be aired, that there has been adequate consideration of the various views, and that the Faculty has moved as close as it is likely to move to a consensus. It is the responsibility of the Chair to moderate debates in a manner that will promote a robust discussion and the Chair shall have broad authority to determine the best means for doing so, including the order in which members of the Faculty are given the floor. In exercising this authority, the Chair should give special consideration to recognizing members who have spoken less often

and special consideration to ordering comments in accordance with the flow of the discussion.

iii. In making the judgment whether to continue discussion (which judgment may be requested by any member of the Faculty), the Chair may weigh the press of other business, and shall consider the urgency of arriving at a resolution of the matter on the floor, and may either continue the discussion at the present meeting, move the matter for further discussion at a later meeting (in which case the Chair shall consider adopting the procedures of G.7), or, if the Chair believes that the conditions of ii, above, have been substantially satisfied or that the need for a prompt resolution justifies it, may ask for unanimous consent to vote on the motion.

If there is objection to the Chair's call for a vote, the Chair shall ask for unanimous consent to call a vote after an amount of time specified by the Chair. If there is still not unanimous consent, the Chair may call for a closure vote in which the Faculty shall be asked to approve the Chair's judgment that the above conditions have been substantially satisfied or that need for a resolution justifies a vote immediately or after a determinate amount of additional time, which shall be specified by the Chair. The closure vote shall be non-debatable unless otherwise specified by the Chair (which may include a time limit for debate) and shall be adopted if approved by majority vote.

The provisions of this subsection supersede the provisions of Roberts Rules of Order concerning ending debate, continuing debate, and tabling or postponing of motions.

#### 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, the Chair of the Committee on Libraries, Information Services and Computing, the Chair of the Committee on Faculty Welfare, the Junior Faculty Liaison, and the Parliamentarian. 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 the procedures of Article VII. 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, in accordance with the procedures of Article VI. B. 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 members of the committee shall have the right and responsibility to attend 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.
- g) A member of the committee shall recuse her/himself from consideration of any matter on which the member might not be able to act objectively or that might reasonably cause the appearance of a conflict of interest. If in the opinion of at least half the committee (not including the member in question), a criterion for recusal has been met and the member declines to recuse him/herself, the member shall be excused from consideration of the relevant matter. If a member of the committee recuses herself or himself or is excused from consideration of a matter, 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 recusing member.
- h) In accordance with Section A.4. of this Article, the committee shall establish such sub-committees (which may include members of the Committee and/or other members of the

Faculty) and appoint such consultants from members of the Faculty as the committee shall determine to be appropriate.

## 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), and 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, in accordance with the provisions of [IV.A.5]

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 the procedures of Article VII. 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 members of the committee or their substitutes, and at least three of those who hold the rank of full professor 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 and the number of full professors to at least 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 four, but not greater than six.

b) The term of membership shall be four years.

c) All elected members of the committee shall have the right and responsibility to 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 subcommittees that will be responsible to the full committee.

e) A member of the committee shall recuse her/himself from consideration of any matter on which the member might not be able to act objectively or that might reasonably cause the appearance of a conflict of interest. If in the opinion of at least half the committee (not including the member in question), a criterion for recusal has been met and the member declines to recuse him/herself, the member shall be excused from consideration of the relevant matter. If a member of the committee recuses herself or himself or is excused from consideration of a matter, 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 recusing member.

f) For provisions regarding selection of a chair, see VI.A.6(b).

## 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 relevant department(s), program(s) or other duly constituted body with supervisory responsibilities for the Faculty member under review. In accordance with policies that the committee may establish (subject to the requirements of Section A.5 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. Changes adopted during the course of an academic term shall not be applied during that term.

## 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 VII, Section C of these by-laws. In nominating persons to serve on the committee, those persons designated in Article VII. C to act as a nominating committee 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 have the right and responsibility to attend meetings of the committee.

d) No important committee decisions shall be made without a quorum of three members.

e) In accordance with Section A.4. of this Article, the committee shall establish such sub-committees (which may include members of the Committee and/or other members of the Faculty) and appoint such consultants from members of the Faculty as the committee shall determine to be appropriate.

f) For provisions regarding selection of a chair, see Article VI.A.6(a).

## 2. Jurisdiction and Responsibilities

a) The committee shall have the general authority over the nominations process for the Chair of the Faculty, committees of the Faculty, and other representatives of the Faculty, consistent with the provisions of these by-laws, and shall have authority to appoint substitute members of committees of the Faculty and other representatives 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, the Chair shall bring the matter to the Faculty for a judgment as to whether the issue for which representation has been requested is reasonably included within the jurisdiction of an existing committee. If the Faculty determines that it is not, the Faculty may nonetheless decide to assign responsibility to an existing committee, representative of an existing committee, or other existing officer of the Faculty, or may instead decide to elect a member or members of the faculty to serve on the ad hoc committee or taskforce. If it should choose the latter, the Committee on Nominations will nominate persons to serve in accordance with the procedures specified in Article VII B., except that the Faculty may, by a two-thirds vote, alter the number of candidates to be nominated. 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 VII, 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 have the right and responsibility to attend 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 voting members.

f) In accordance with Section A.4. of this Article, the committee shall establish such sub-committees (which may include members of the Committee and/or other members of the Faculty) and appoint such consultants from members of the Faculty as the committee shall determine to be appropriate.

g) For provisions regarding selection of a chair, see Article VI.A.6(a).

## 2. Jurisdiction of the Committee

a) The committee shall have the general authority and responsibility to make recommendations to the Faculty concerning general curricular and instructional matters 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:

- i. the shape and content of the college’s undergraduate curricular offerings and fields of study (including the name of those fields); and the future development of the college’s undergraduate curriculum and programmatic offerings;
- ii. undergraduate degrees and degree requirements; requirements for majors, minors, and concentrations; academic credit;
- iii. the academic honor code; registration, and course enrollment.
- iv. The committee shall not be required to submit for review by the Faculty decisions regarding requirements for individual departments, and programs, but shall have the responsibility to inform the Faculty of decisions concerning individual programs that may reasonably be thought to be of general interest.
- v. The committee shall seek input from the Faculty regarding the academic calendar and general issues related to course and finals scheduling, but shall not be required to submit its decisions or recommendations on these matters to the Faculty.

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

c) The committee has responsibility for providing the Faculty chair with a complete and correct listing of the undergraduate curricular rules and for ensuring that this list is updated when changes are made.

d) As part of the committee’s responsibility described in H.2.a.i. 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 reviews. 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 and its members will respect the need for confidentiality with respect to comments the reports may make about individual faculty members.

e) 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.

f) In accordance with Section A.4. of this Article, the committee shall establish such sub-committees (which may include members of the Committee and/or other members of the Faculty) and appoint such consultants from members of the Faculty as the committee shall determine to be appropriate.

#### 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 VII, 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 have the right and responsibility to attend 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.

f) In accordance with Section A.4. of this Article, the committee shall establish such sub-committees (which may include members of the Committee and/or other members of the Faculty) and appoint such consultants from members of the Faculty as the committee shall determine to be appropriate.

g) For provisions regarding selection of a chair, see Article VI.A.6(a).

## 2. Jurisdiction and Responsibilities

a) The Faculty recognizes that decisions, practices, and policies concerning the library, information services, and computing, insofar as these have an impact on academic matters, fall within the jurisdiction of the Faculty; and insofar as they also involve budgetary allocations, staffing decisions, and other matters within the overlapping jurisdiction of the administration, require the development of constructive processes of shared governance. The Faculty hereby delegates to the committee the right and responsibility to represent the Faculty in these matters, subject to the requirements otherwise indicated in this section, Article VI.,A.5, and these by-laws.

b) The committee's responsibilities under VI.A.5 shall be understood to include bringing to the Faculty all matters that might reasonably be expected to have an impact on the Faculty's use of the libraries, information services, and computing for any of their academic responsibilities, including teaching and research. The committee will, in addition, regularly consult with the Faculty to ascertain Faculty needs and priorities with respect to library, computing and informational services priorities, and will work with the CIO in the development of policies and budgetary priorities insofar as these are likely to affect academic matters, including teaching and research.

c) The committee shall have the responsibility of regularly and independently gathering information from the Faculty about the provision of library, information services, and computing on campus insofar as they affect academic matters such as teaching and research.

d) 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 its responsibilities. Committees may also request information from members of the Faculty.

e) When issues arise that are within the jurisdiction of other committees (for example, the Curriculum Committee, the Committee on Academic Priorities, or the Committee on Faculty Welfare), the committee will inform the appropriate committee as well as the Chair of the Faculty and the Advisory Committee and may request from them, and from

the Parliamentarian, advice for establishing processes for taking up these issues across committees.

#### 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, all of whom shall hold tenure, to serve on the committee, in accordance with Article VII. 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 active committee membership to three.

b) The term of membership for elected members shall be three years.

c) The Chair of the Committee on Appointments shall be an *ex officio* member.

d) All members of the committee shall ordinarily participate in meetings of the committee. The Director of Sponsored Research shall attend meetings of the committee, but shall not have a vote.

e) If a member of the committee has a relationship with an applicant for an award or grant that might prevent the member from acting objectively on the application or that might reasonably cause the appearance of a conflict of interest, it is the responsibility of the member to recuse her/himself from participating in the review of that award or grant. If in the opinion of at least half the committee (not including the member in question), a criterion for recusal has been met and the member declines to recuse him/herself, the member shall be excused from consideration of the relevant application.

f) Consistent with Article V. A.4, the committee may appoint consultants to advise it on any applications for grants and awards that have come before it.

g) The committee may conduct any of its business with a quorum of at least three members.

h) For provisions regarding selection of a chair, see Article VI.A.6(a).

##### 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 VII. 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 have the right and responsibility to attend 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.
- e) In accordance with Section A.4. of this Article, the committee shall establish such sub-committees (which may include members of the Committee and/or other members of the Faculty) and appoint such consultants from members of the Faculty as the committee shall determine to be appropriate.
- f) For provisions regarding selection of a chair, see Article VI.A.6(a).

## 2. Jurisdiction and Responsibilities

- a) The committee shall have the responsibility to develop recommendations for addressing issues of concern to the Faculty regarding faculty welfare, and working with members of the administration to implement those recommendations.
- b) The committee shall have the responsibility to 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.
- c) 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 its responsibilities. Committees may also request information from members of the Faculty.

### 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 VII, 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 have the right and responsibility to attend 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.

f) For provisions regarding selection of a chair, see Article VI.A.6(a).

## 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) ensure 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 VII. 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.

e) For provisions regarding selection of a chair, see Article VI.A.6(a).

## 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) Select lecturers to be invited on behalf of the College, in accordance with the provisions of other lecture endowments, 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 selection 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 VII, 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.
- e) For provisions regarding selection of a chair, see Article VI.A.6(a).

##### 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;
- c) 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 VII, 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 five 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) For provisions regarding selection of a chair, see Article VI.A.6(a).

##### 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 members of Graduate Council shall be the Graduate Directors from each Ph.D. program in the Graduate School of Arts and Sciences (Chemistry; Classical and Near Eastern Archaeology; Greek, Latin and Classical Studies; History of Art; Mathematics; Physics), the Director of the Ph.D. program at the Graduate School of Social Work and Social Research, the AB/MA graduate director in French, and one at-large faculty member from a department without a graduate program. The Graduate Directors for each program in the Graduate School of Arts and Sciences and the Director of the Ph.D. program at the Graduate School of Social Work and Social Research are chosen by faculty members in their departments. The Faculty shall elect the member at large for a three year term in accordance with the provisions of Article VII, Section A of these by-laws.

- a) The Dean of Graduate Studies and the Director of the Graduate Group in Archaeology, Classics, and History of Art shall be an *ex officio* member of the council, but shall not have a vote.
- b) Four graduate students, two of which shall be from the Graduate School of Arts and Sciences and two of which shall be from the Graduate School of Social Work and Social Research, shall serve as members, but without a vote.
- c) All active members of the council shall have the right and responsibility to attend meetings of the committee. No important committee decisions shall be made without a quorum of five voting 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.
- d) For provisions regarding selection of a chair, see Article VI.A.6(a).

## 2. Jurisdiction

- a) The council shall meet to discuss issues concerning graduate studies and;
- b) will have authority with respect to:
  - i. make recommendations to the Faculty for policies concerning graduate curricula and all matters relating to the academic requirements and regulations for higher degrees
  - ii. grant fellowships and financial aid through the Subcommittee on Awards;
  - iii. rule upon requests for exceptions to the requirements for the degree made by individual students ("special cases");
  - iv. admit students for graduate work, which authority the council may delegate to the individual departments and programs;
  - v. 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.
- c) The Council has responsibility for providing the Faculty chair with a complete and correct listing of the graduate curricular rules and for ensuring that this list is updated when changes are made.

## R. Parliamentary

The Faculty hereby establishes the office of Parliamentary.

1. The Parliamentary shall be appointed by the Chair of the Faculty for annual, renewable terms.

### 2. Responsibilities

The Parliamentary is responsible for:

- a) advising the Faculty Chair and the members of Faculty of the procedures established by the Plan of Governance, the Faculty By-laws, Roberts Rules of Order (where applicable) and any other relevant standards and procedures;
- b) helping to ensure that committees and officers are operating according to the appropriate procedures for Faculty governance, as specified by the Plan of Governance and Faculty By-laws;
- c) and bringing to the attention of the Faculty Chair, the Advisory Council, and/or the Faculty as a body procedural concerns or problems arising under these Bylaws or the Plan of Governance;

d) providing support to individual members of the Faculty, at their request, in drafting motions for Faculty meetings, (which support shall not be construed as endorsement of the substance of the motion);

e) providing other advice and consultation with the Faculty Chair, committee chairs and other members of the Faculty about appropriate processes for governance and confidentiality (according to the provisions of III.E, above);

f) meeting with other members of the Faculty to try to resolve differences in interpretation of the By-laws, according to the provisions of VII.G, above

g) collecting and maintaining, at the request of the Chair of the Faculty, suggestions for amendment to the Plan of Governance and By-laws, which shall be given to any ad hoc committee established for the purpose of proposing revisions to the By-laws.

#### S. Representatives to other Committees

In accordance with the provisions of Article VII. 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, each for a term of three years. The representatives to the McBride Advisory Committee shall be responsible for ensuring 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.

#### T. 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.

#### U. Representatives to Search Committees for other Senior Administrators

Representatives to search committees for the President and for other Senior Administrators will be elected according to the procedures of Article VII. 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 to each search committee. The representatives shall exercise their authority consistent with the requirements of V.A.5.

#### V. Representatives to the College Budget Committee

The Chair of the Faculty, the member of CAP who serves as faculty representative to the Board of Trustees, and a member of the Faculty Welfare Committee shall serve as the faculty representatives to the College Budget Committee. These three representatives should meet among themselves, communicate with other faculty committees, especially the Committee on Libraries, Information and Computing (CLIC), and meet when necessary with the Administration to gain information and voice concerns. These representatives to the College Budget Committee should also report to the general faculty on budgetary matters.

#### W. 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.

## **VII. 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 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 VII.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, the Undergraduate Admissions Committee, special elections to Board or Administrative taskforces, and, unless otherwise determined by the Faculty, for any other ad hoc committees, 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 academic year, at least three eligible persons who are willing to serve; or if there is more than one opening for the same committee, at

least 5 candidates for 2 positions and 6 candidates for 3 positions, at least 7 candidates for 4 positions.

3. Any eligible faculty member may be nominated by petition delivered to the Chair of the Committee on Nominations and signed by the nominee plus at least four additional faculty members, two of whom must be from departments (or academic unit) other than that of the nominee. These nominees shall be in addition to the names of persons who shall be nominated by the Committee on Nominations as specified in B.2., above). The Committee on Nominations shall not in any way disclose to other members of the faculty which of the nominees were nominated by petition.

4. The Committee on Nominations shall circulate to the Faculty at least five weekdays prior to the end of the nominations period and at least five weekdays 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 VII.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 VII.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, Committee on Nominations, and substitute representatives to the Board of Trustees 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 ensure that the total number of elected faculty members (including both active members and members on leave) 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 ensure 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 ensure 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 subsection may be modified in particular cases 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 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 subsection may be modified in particular cases 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 will 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.

### **VIII. Amendments**

Every four years, the Faculty shall appoint a committee to consider amendments to the By-laws and shall, during the course of that year or as soon as is feasible thereafter, submit to the Faculty proposals for amendment, which must be adopted by majority vote at two meetings of the Faculty held consecutively or during the same academic year. When there is no committee assembled, suggestions for revisions may be submitted by members of the Faculty to the Faculty Chair, who will maintain a file of these suggestions until a committee is formed. Any amendments to the By-laws that are proposed to the Faculty in the absence of consideration by this committee shall be by two-thirds vote of at two meetings of the Faculty held consecutively or during the same academic year. Purely non-substantive changes (such as typographical errors and mistakes in numbering) may be made by the Chair with the unanimous consent of the Advisory Council. Other minor changes may be made by unanimous consent of the Faculty.

The text of any proposed changes to the By-laws shall be submitted by the Faculty Chair 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 communicated to the Faculty in advance of the second vote.

## **POLICIES OF THE FACULTY**

### **Review of By-laws**

1. The Faculty will constitute an ad hoc committee in 2018-2019- to review the By-Laws.