CHARTER OF ARTS AND SCIENCES FACULTY AND BYLAWS OF THE ARTS AND SCIENCES FACULTY COUNCIL

UPDATED AND PRESENTED TO THE COUNCIL
May 2013
CHARTER OF ORGANIZATION OF THE FACULTY
OF THE COLLEGE OF ARTS AND SCIENCES
OF OKLAHOMA STATE UNIVERSITY

ADOPTED 16 JUNE 1995
Amended by addition of Article II.A.4, April 2, 1997
Amended by changes in Preamble, April 1, 2009
Amended by changes in Article I.D.1.a., April 1, 2009
Amended by changes in Article II.C.3., April 1, 2009
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Amended by deletion in part Article II.E.5., April 1, 2009
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Amended by changes in Article III.B.2.a., May 1, 2013
CHARTER OF ORGANIZATION OF THE FACULTY
OF THE COLLEGE OF ARTS AND SCIENCES
OF OKLAHOMA STATE UNIVERSITY

PREAMBLE

The basic functions of a university are to advance, evaluate, preserve, and transmit knowledge and to foster creative capabilities. These functions are performed by a community of faculty, students, and administrators, who are free to exercise independent judgment in fulfilling their educational responsibilities. The government of a university should be designed to allow this community to select and carry out its responsibilities with maximum effectiveness and integrity.

The Faculty, which is entrusted with the primary tasks for which educational institutions are organized – defined at Oklahoma State University – as teaching, research, and outreach – is recognized as an essential participant in formulating and recommending college policies. This Charter of Organization of the College Faculty of the College of Arts and Sciences is therefore adopted in order to promote the effectiveness of the College in the discharge of its responsibilities, and particularly to provide the most effective means for utilizing the competencies of the members of the Faculty for formulating, recommending, and executing the educational policies, procedures, and long-range plans of the College.

ARTICLE I
THE COLLEGE FACULTY

A. Composition

1. All full-time resident members of the Faculty of the College of Arts and Sciences with the academic rank of instructor or above, and other members designated by the Faculty Council of the College as having rank equivalent to that of instructor or above, are entitled to vote in College Faculty elections.

2. Complete current records of membership, indicating voting rights in the College Faculty, shall be kept by the Secretary of the College Faculty.

B. Organization

The College Faculty shall adopt such Bylaws as it considers necessary to perform its functions.

C. General Meetings
1. The College Faculty shall meet in October of each year and at other times upon call of the Dean, the Arts and Sciences Faculty Council, or by petition of thirty (30) members of the College Faculty.

2. A quorum shall consist of sixty (60) voting members of the College Faculty.

3. Individual notices of general meetings of the College Faculty shall be sent by the Secretary of the College Faculty at least one week in advance of the meeting.

D. Functions and Responsibilities of the College Faculty

1. The College Faculty is directly concerned with the welfare of the academic community and shall therefore participate in formulating and recommending policies in matters affecting the welfare of the College, such as the following:

   a. Educational policies and procedures relating to admissions, courses, curricula, academic standards, schedules, the academic calendar, degrees, undergraduate and graduate programs of instruction, the University Library, research, outreach and education procedures and innovation.

   b. Policies and procedures related to student affairs and auxiliary services, including student regulations and discipline, academic freedom, extra curricular activities, intercollegiate athletics, advisement, counseling, health and welfare, and safety and security.

   c. Policies and procedures directly affecting members of the faculty, sabbatical leave, academic freedom, salaries, fringe benefits, promotions, tenure, retirement and other factors affecting faculty morale.

   d. Long-range planning involving the goals, development, and growth of the College, including educational, innovative, and building programs, and allocation of resources.

2. The College Faculty shall consider matters referred to it by the Dean, the University Faculty Council, the Arts and Sciences Faculty Council and members of the College Faculty.

3. The College Faculty shall fulfill its duties through the Arts and Sciences Faculty Council and when appropriate through ad hoc committees from the College Faculty.
4. The College Faculty shall elect the members of the Arts and Sciences Faculty Council and delegate to that Council those functions and responsibilities, which are not reserved for the College Faculty by this Charter.

E. Officers.

The officers of the College Faculty are the Chair, the Vice Chair, and the Secretary of the Arts and Sciences Faculty Council.

ARTICLE II
THE ARTS AND SCIENCES FACULTY COUNCIL

A. Composition.

1. Each department of the College shall elect one representative to serve as councilor to the Arts and Sciences Faculty Council.

2. All faculty having tenure or tenure-track appointments and two or more years of faculty service in the College, are eligible for election to the A&S Faculty Council, except for unit administrators and members of the Dean’s administration.

3. Councilors shall be elected for three years and shall not be eligible for immediate re-election, except that a Councilor appointed or elected to fill a vacancy subsequently may be elected for a regular three-year term.

4. A Councilor’s three-year term may be extended in order to complete service as an Arts and Sciences Faculty Council Officer, provided he or she was elected to this office prior to the completion of his or her term. The extension of the term will be dependent upon re-election of the Councilor by his or her department to Arts and Sciences Faculty Council. Once service as an officer has been completed, he or she must vacate the council position and the department in question must elect a new Councilor, who subsequently may be elected for a regular three-year term as provided for in Article II.A.3. Should the officer not be re-elected by his or her department, the Arts and Sciences Faculty Council must hold an election to fill the vacancy as provided for in Article III.B.2.b.

5. Any faculty member not housed in a specific department may, with the consent of the department, choose a department with which to affiliate for purposes of representation.

B. Organization.
The A&S Faculty Council shall prepare bylaws for the conduct of its business.

C. Officers.

1. The officers of the A&S Faculty Council shall also serve as the officers of the College Faculty.

2. The Vice-Chair and the Secretary shall be elected by the A&S Faculty Council at its regular April meeting and serve a term of one year. (At the June meeting of the Council during the year of its initial operation, it shall elect a Chair to serve a one year term.)

3. The Vice-Chair will succeed to the Chair at the August meeting of the following year.

D. Meetings.

1. The A&S Faculty Council shall hold meetings on Wednesday of the first week of classes in August and on the first Wednesday of each month, except during the months of January, June, and July and upon call of its Chair or six (6) of its members.

2. A quorum shall consist of a majority of the voting members of the Council.

E. Functions.

The A&S Faculty Council shall:

1. Carry out the functions and responsibilities assigned to it by the College Faculty.

2. Keep the College Faculty fully informed of its actions and proceedings through reports in the College Faculty meetings and by distribution of the minutes of regular meetings, and receive and acknowledge written communications from individual faculty members and transmit them to the appropriate committees for consideration.

3. Consider matters referred to it by the Dean, by the University Faculty Council, or by members of the College Faculty.

4. Initiate studies of matters within the concern of the College Faculty and make recommendations to the Dean, to the College Faculty, and to University Faculty Council.
5. Establish standing committees of the A&S Faculty Council to serve as its permanent operating agents.

   a. A Standing Committee shall be established or abolished by a vote of not less than two-thirds of the A&S Faculty Council.

   b. Standing Committees shall formulate and recommend actions for approval by the A&S Faculty Council.

   c. Members of the Standing Committees shall be appointed by the A&S Faculty Council; the chairs of the Standing Committees shall be members of the A&S Faculty Council.

6. Establish and appoint members to ad hoc committees as necessary to fulfill its functions and responsibilities.

7. Appoint members to the Tenure and Promotion Committee and the Sabbatical Committee, which shall report directly to the Dean (as they make recommendations on personnel decisions rather than policies.)

8. Give scholarship recommendations directly to the Dean.

F. Effect of A&S Faculty Council Action.

Unless annulled by majority of the College Faculty in attendance at a general meeting, a decision of the A&S Faculty Council shall be considered as representing the will of the College Faculty.

ARTICLE III
ELECTION PROCEDURE

A. Elections.

1. The A&S Faculty Council at its regular April meeting shall elect two faculty members for the positions for Vice Chair and Secretary for the ensuing Faculty Council year. Only tenured faculty are eligible for the position of Vice-Chair.

2. Councilors shall be elected by the departments in April, and serve three year terms.

3. After the initial election, the Council shall stagger Councilor elections so that one-third of its members are elected each year.

B. Assumption of office
1. Newly elected officers and members of the A&S Faculty Council shall assume their duties at the August meeting, which shall be the beginning of the A&S Faculty Council year.

2. Vacancies.

   a. Definition of vacancy.

   The Chair of the A&S Faculty Council shall declare a vacancy to exist when a Faculty Council member (1) dies, (2) retires, (3) resigns from office or from the College, (4) goes on leave for a semester or more, or (5) becomes a unit administrator or a member of the Dean’s administration.

   b. Procedure for Filling Vacancies.

      (1) Officer Vacancies.

         (a) A vacancy in the office of Chair shall be filled by the Vice-Chair, who shall serve out the term of the incumbent and succeed to his or her regular term of Chair the following Faculty Council year unless the vacancy occurs before the end of the fall semester. In the event that a vacancy does occur before the end of the fall semester, then the vacancy will be filled by the Vice-Chair but the Vice-Chair will not serve an additional full term as Chair.

         (b) A vacancy in the office of Vice-Chair or Secretary shall be filled by an election of the A&S Faculty Council. A person elected Vice-Chair in a special election shall serve out the term of the incumbent and then a regular term as Vice-Chair, and shall succeed as Chair upon completion of the regular term as Vice-Chair unless the vacancy occurs before the end of the fall semester. In the event that a vacancy does occur before the end of the fall semester, then the person elected Vice-Chair in a special election shall serve out the term of the incumbent and then succeed directly to his or her regular term as Chair.

         (c) A vacancy shall be filled not later than 30 days from the date of its declaration.

      (2) A&S Faculty Council Vacancies.
A department shall hold an election to fill a vacancy not later than 30 days from the date of its declaration.

ARTICLE IV
AMENDMENTS

A. Amendments to this Charter may be proposed by a majority vote of the A&S Faculty Council or by a majority vote of the College Faculty in general meeting.

B. The text of a proposed amendment shall be distributed to each member of the College Faculty not less than thirty (30) days before it may be voted on.

C. An amendment must be approved by a majority of faculty voting in a special election held for the purpose of amendment.

ARTICLE V
RATIFICATION AND IMPLEMENTATION

A. This Charter shall become effective after approval by a majority of faculty voting in a special election held for its ratification.

B. The Board of Faculty Representatives shall be responsible for taking the steps necessary to make the transition to the new Charter.

BYLAWS OF THE ARTS & SCIENCES FACULTY COUNCIL
ARTICLE I
THE DEAN OF THE COLLEGE
A. Will receive recommendations of the Arts and Sciences Faculty Council (ASFC) and acknowledge receipt thereof by reporting at each regular ASFC meeting on action taken. The Dean shall make regular progress reports to the ASFC if he or she assigns its recommendations to other faculty groups for study.

B. Shall provide information necessary or helpful to the ASFC for the proper discharge of its functions, including information about any major policy changes that are to be recommended to the higher administration, or which any faculty committee advisory to the Dean may have under study.

**ARTICLE II**

**ELECTED OFFICERS OF THE ASFC**

A. The Chair

1. Shall be responsible for providing sustained leadership to the ASFC.

2. Shall arrange for the place of meeting of the ASFC.

3. Shall prepare and distribute the agenda for the ASFC meetings. The Chair may require approval of the ASFC members present to consider any new business not included on the prepared agenda.

4. Shall be responsible for advising the Dean of the College regarding the agenda for ASFC meetings.

5. Shall preside at regular meetings of the ASFC, and shall preside at special meetings restricted to elected members of the ASFC.

6. Shall take steps necessary to execute the actions of the ASFC.

7. Shall provide liaison with the College Faculty, including a report on the business of the ASFC at the October meetings of the College Faculty and at other times as appropriate, and shall refer communications from members of the College Faculty to the appropriate committees.

8. Shall, after specific action of the ASFC, interpret the official position of the College Faculty and the ASFC before such groups as may be appropriate.

9. Shall serve as a voting member of the ASFC.

B. The Vice-Chair
1. Shall work closely with the Chair in order to become familiar with the duties of the Chair.

2. Shall assume the duties of the Chair in his or her absence.

3. Shall provide liaison with the university Faculty Council, and report its action to the ASFC.

C. The Secretary

1. Shall record the names of the ASFC members present at each meeting.

2. Shall distribute the summary minutes of each ASFC meeting to the members of the College Faculty and to the Chair of the university Faculty Council as soon as practicable after each ASFC meeting.

3. Shall, in a timely manner following each ASFC meeting, prepare and present to the Dean of the college a list of ASFC recommendations, which require administrative action.

4. Shall prepare and present to each ASFC meeting a cumulative list of all ASFC recommendations to the Administration that are awaiting action by the Dean of the College. The list shall include the titles of the recommendations and the dates on which these were submitted to the Dean.

5. Shall carry on the necessary correspondence of the ASFC.

6. Shall, with approval of the Dean of the College, employ secretarial assistance.

7. Shall be held responsible for the records and other physical property assigned to the ASFC.

8. Shall keep current records of membership, including voting rights of the College Faculty.

9. Shall send individual notices of general meetings of the College Faculty at least one week in advance of the meetings to voting members of the College Faculty.

D. Provision for Absence
1. In the absence of the Chair, the duties of that office shall devolve upon the Vice-Chair.

2. In the absence of the Vice-Chair, the duties of that office shall devolve upon the Chairs of the Standing Committees of the ASFC in the order in which they are listed here: College Policy and Planning, Curriculum, Rules and Procedures, Sabbatical Leave, Scholarship, and Tenure and Promotion.

3. In the absence of the Secretary, the duties of that office shall be assumed by a qualified substitute arranged for by the Secretary, if possible, or by the Chair.

ARTICLE III
MEMBERS OF THE ASFC

A. Shall serve the college community as conscientious members of the academic profession, assigning a high priority to their responsibilities as ASFC members, bringing to the attention of the ASFC such matters as they believe are in the best interests of the College, and shall be required to answer in no other place for their actions as ASFC members.

B. Shall convey to the ASFC all written communications from members of the College Faculty in their respective departments.

C. Shall provide information to their constituencies regarding activities of the ASFC.

D. May vote in the ASFC in person or by designated representative from that Councilor’s department only.

E. May request reimbursement of expenses incurred in carrying out ASFC responsibilities.

E. Commencing with the September meeting of the 1992-93 school year and with the August meeting each year thereafter, the position of any ASFC member who is absent from three regular meetings during a year shall be deemed vacant. Meetings attended by a proxy from the department shall not be counted as absences. No member who is expelled under this policy is eligible to succeed himself or herself.

ARTICLE IV
MEETINGS
A. Regular meetings of the ASFC shall be held on Wednesday of the first week of classes in August and on the first Wednesday in each month except during the months of January, June, and July.

1. The Chair of the ASFC shall designate the meeting place, and shall notify the members of the ASFC by the most expedient means.

2. Any change in the date or time of a regular meeting requires the consent of a majority of the ASFC. This consent may be obtained when the meeting is called to order.

B. Special meetings of the ASFC may be called by the Chair or by six Council members.

1. ASFC members shall be notified in writing of the date and place of the meeting not less than 72 hours in advance of the meeting.

2. In case of emergency, a meeting may be called without written notification; however, each available member shall be personally notified of the meeting at least 24 hours in advance.

3. A majority of the ASFC members present must approve of the special meeting when it is called to order.

C. If action is required of the ASFC that does not warrant a special meeting but must be resolved before the next regular meeting, the following procedures will be followed:

1. The Chair will inform Council members of the nature and action along with possible options. The Chair will solicit reaction, comments and suggestions from Council members.

2. The Chair will meet with the Officers of the ASFC, the Chair of the Rules and Procedures Committee, and relevant ASFC Committee chairs to arrive at a decision.

3. The Chair of ASFC has the authority to make recommendations and decisions, which must be made before the next regularly, scheduled meeting of the ASFC. The Chair will report on the action at the next scheduled meeting. Any such actions may be overturned by the ASFC after its consideration.

ARTICLE V
AGENDA
A. The order of business shall include the following:

1. Roll call.
2. Approval of minutes.
3. Approval of agenda.
4. Reports of committees.
5. Unfinished business.
7. Secretary’s report of ASFC recommendations to the Dean.
8. Dean’s report to the ASFC on recommendations made to him by the ASFC.

B. The agenda shall include all unfinished business and such new business as is required by the Charter, suggested by the Dean, referred by the College Faculty, or submitted by an ASFC member.

C. The agenda shall be approved by the ASFC. The order of business may be changed thereafter only with the approval of the ASFC.

ARTICLE VI
PROCEDURE

A. Meeting shall be conducted in accordance with Robert’s Rules of Order.

B. The use of a secret, written ballot shall be mandatory in the following cases:

1. When requested by an elected member of the ASFC.
2. When requested by the Dean.

ARTICLE VII
COLLEGE MANAGEMENT

A. Formulation of policies, procedures, and long-range plans

1. The Charter of the College Faculty charges the ASFC, as the agency of the College Faculty, to be an essential participant in formulating the
policies, procedures, and long-range plans which determine the direction of the College.

2. Such participation may be initiated as follows:

   a. By the ASFC and its committees. The ASFC and its committees should, without request from any other body, initiate and review College policies, procedures, and long-range plans.

   b. By faculty members. Members of the College Faculty who wish to make recommendations concerning policies, procedures, and long-range plans should communicate directly with the ASFC.

   c. By administrators. Recommendations by administrators may be brought before the ASFC through the Dean of the College. Recommendations shall be formally presented to the ASFC by its Chair.

   d. By students. Recommendations initiated by students may be brought before the ASFC by the President of the Student Association with the approval of the Student Senate. Recommendations shall be formally presented to the ASFC by its Chair.

B. Official approval of policies, procedures, and long-range plans

   1. The Board of Regents and the Oklahoma State Regents for Higher Education have been granted the legal authority to give official approval to the policies, procedures and long-range plans.

   2. Recommendations formulated by the ASFC shall, at the Dean’s discretion, be brought before the higher administration.

   3. The Dean of the College shall bring proposals for major changes of policies or plans to the attention of the ASFC for their study and consultation before such changes are submitted to the higher administration of the University.

C. Implementation of policies, procedures, and long-range plans

   1. The implementation of policy or translation of policy into day-by-day operations is the responsibility of administrators of the College.

   2. In the event that the Dean deems it necessary to create faculty committees to assist in implementing policies, procedures, and long-range
plans, the ASFC shall nominate faculty members to serve on such committees.

D. Communication within the College

Effective Communication requires the broadest possible exchange of information and ideas. The ASFC shall actively cooperate in insuring that channels of communication are established and maintained.

ARTICLE VIII
AMENDMENTS OF BYLAWS

These Bylaws may be amended in any meeting of the ASFC by a majority of the elected members, provided that the proposed change has been submitted to the members of the ASFC at least 72 hours in advance of the meeting.

ARTICLE IX
COMMITTEES
(section added October 2, 1991)

A. General

1. The Faculty Council will exercise its functions with the assistance of two categories of committees: Standing Committees of the Faculty Council and Ad Hoc (Special) Committees created by the Faculty Council.

2. The Standing Committees of the Faculty Council are its permanent operating agents.

   a. Except for the Tenure and Promotion Committee and the Sabbatical Leave Committee, the standing committees shall formulate and recommend actions, policies, and procedures for approval by the Faculty Council, which in turn makes recommendations to the Dean. As they make recommendations concerning personnel matters, the Tenure and Promotion Committee and the Sabbatical Leave Committee report directly to the Dean.

   b. Standing Committees shall be available to consult with and advise administrators as well as members of the General Faculty on matters concerning their areas of responsibility.

3. General Operating Procedures
a. Committees shall adopt their own rules of procedure and appoint such sub-committees as needed. A committee member may appeal to the Faculty Council against committee rules which he or she considers a violation of the spirit of the procedures of the Council.

b. The chair of each committee (except the Tenure and Promotion Committee and the Sabbatical Leave Committee) shall report at each regular Faculty Council meeting all recommendations of the committee, and discuss its activity.

   (1) In submitting a report, the chair may recommend that the Faculty Council submit the matter to the General Faculty for a vote.

   (2) Only recommendations approved by the Faculty Council shall be regarded as officially representing the General Faculty and be presented to the Dean as such.

c. A committee should initiate studies of policies and procedures that are within its jurisdiction. It shall also consider these policies and procedures when directed to do so by a resolution of the Faculty Council or when requested to do so by the Dean.

d. Committees shall meet as often as necessary in order to perform their duties efficiently. The committees shall determine times for their own meetings and elect a secretary.

e. Each committee shall prepare a brief summary of its activities and recommendations at the end of each year, and file the report with the secretary of the College Faculty Council.

f. Major proposals for changes in personnel assessment procedures, after having been approved by the College Faculty Council, shall be presented in writing to the General Faculty for its approval. They shall be considered, but not voted on, at a General Faculty meeting for which at least two weeks’ notice, including the proposals for change, has been given. A mail ballot shall be distributed to eligible faculty members within five working days of the meeting at which the proposal is considered, and shall be returned to the chair of the Faculty Council Rules and Procedures Committee within ten working days of this meeting. This ballot shall present any complex proposal by its separate parts, each to be voted on separately, except in cases where various parts are logically interdependent. For voting purposes, all members of
the General Faculty, as defined in its charter, may cast ballots. The majority of the votes cast is needed for a measure to win approval.

B. Composition of Standing Committees

The seven standing committees are: College Policy and Planning (six members and a chair); Curriculum, General Education, and Outreach (six members and a chair); Rules and Procedures (six members and a chair; the majority of the committee will be members of the Faculty Council); Sabbatical Leave (six members from which one will be elected chair); Scholarship (six members and a chair); and Tenure and Promotion (twelve members from which one will be elected chair).

1. Chair

a. The chairs of the Standing Committees (except for Sabbatical Leave and Promotion and Tenure which elect their own Chairs) shall be appointed by the Faculty Council at its regular August meeting from among the eligible members of the Faculty Council (see IX B 2 b).

b. Chairs will serve for one year beginning at the August meeting.

c. Successive terms as chair of the same committee shall be permitted.

2. General Faculty and Student Members

a. Members of the General Faculty shall be appointed to Standing Committees by the Faculty Council at its regular August meeting. Their three year term begins on appointment and ends when they are replaced.

b. Only one member of a department may serve on a given committee. No faculty member shall serve on more than one standing committee at the same time.

c. General Faculty will be appointed to a committee by the Faculty Council according to the departmental rotation established for the committee. Prior to the August regular meeting of the Faculty Council the Council Chair will notify departments as to their committee vacancies and ask departments to submit nominees for these to the chair of the Rules and Procedures Committee.
Nominations should be received from departments in sufficient time to prepare for the August meeting. At the August A&S Faculty Council meeting, faculty appointments to committees will be made by vote of the Council.

d. Prior to the September regular meeting of the Faculty Council the Chair will notify the Chair of the Arts and Sciences Student
Council of student committee vacancies and ask that body to nominate two student members to each committee except Tenure and Promotion and Sabbatical Leave. Student members will serve for one-year terms and may be re-appointed. These nominations should specify the student’s major and year and be sent to the chair of the Rules and Procedures Committee so as to be received in sufficient time to prepare for the September Arts and Sciences Faculty Council meeting. At the September meeting student appointments to committees will be made by vote of the Council.

e. The following rotation will govern General Faculty appointments to the Arts and Sciences Standing Committees.

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f. Vacancies created by resignation or removal from a committee shall be filled for the remaining part of a term by a nominee from the appropriate department. This nominee will be voted on at a regular meeting by the Faculty Council.

3. The Chair, Vice-Chair or Secretary of the Faculty Council will not be appointed as member or chair of a standing committee.

4. Any committee member who misses three meetings in a semester shall be replaced by the Faculty Council.
5. Any member of the Faculty may participate in the deliberations of those committees of which they are not members. Upon their written request, they are entitled to receive all information furnished committee members, particularly notification of calls for meetings. They are not entitled to vote at such meetings.

6. Individuals with special qualifications may be asked to join in the deliberations of a committee, but in no case shall such specialists be entitled to vote. The Faculty Council or a Standing Committee may invite college administrators to serve as ex-officio (non-voting liaison) members.

C. Responsibilities of Standing Committees

1. Rules and Procedures Committee

This committee shall be responsible for recommending procedures relating to faculty participation in College government at all levels. Its functions shall include the following:

a. Consideration of organization problems of the General Faculty, and preparation of amendments to the Charter and Bylaws of the General Faculty and the Bylaws of the Faculty Council.

b. Preparation of regulations for faculty elections, and conducting and supervising such elections.

c. Recommendation of the creation or abolition of Faculty Council Committees.

d. Recommendation of individuals for appointment to standing committees.

e. Recommendation of procedures for faculty participation selecting administrative personnel.

f. Recommendation of procedures for Faculty Council liaison with University Faculty Council and Student Associations.

2. College Policy and Planning Committee

This committee may formulate and recommend general policies and long-range plans pertaining to the College. Its functions may include reviewing the college budget and preparing salary surveys and planning reports formulating and recommending policies governing status of the faculty, including appointment, tenure, reappointment, dismissal, promotion, leaves, summer work, performance standards, employment, working
conditions, work loads, research and teaching activities, and similar concerns making recommendations concerning the development and implementation of faculty incentive programs to determine their cost effectiveness and consistency with College goals, and the acquisition of new facilities for research activities.

In addition, the committee shall be available to consult with and advise the Dean and others in the Dean’s Office on matters which require application of interpretation of these Bylaws.

3. Curriculum, General Education and Outreach Committee

This committee shall concern itself with the general curriculum and outreach programs in the College. It shall recommend improvements, review general education requirements and recommend courses for general education designation. It shall be available to consult and advise the Dean, Associate Dean for Academic Affairs, Director of Student Services and the Director of Outreach on matters that require application or interpretation of policies concerning outreach and curriculum activities of the college not otherwise provided for within the Bylaws.

The committee shall make these recommendations to the Director of Outreach and the Dean’s office to assure that upper and lower division courses with general education designation will be offered through Outreach on a regular basis so nontraditional students have more access to these classes. The courses should include representation from all areas of general education.

a. The committee shall consider proposals from the Dean, from department curriculum committees, or from committee members.

b. Its functions shall include the following:

(1) Keep College degree programs, requirements, and standards under constant review.

(2) Seek to avoid undesirable duplication in courses and programs within the College.

(3) Ensure that course levels and prerequisites are appropriate, the Catalog course listings are accurate, and approve changes in Catalog course listings. (Routine work such as this will be forwarded directly to the appropriate administrator and not be submitted to the Faculty Council for approval.)
(4) Review and process curricular innovations or changes proposed by departments or other administrative units of the College.

c. One of its faculty members shall also serve as a liaison to University General Education Committee.

4. Scholarship Committee

This committee shall concern itself with policies and procedures pertaining to the scholarship programs of the College. It shall choose recipients of College scholarships and coordinate the presentation of these awards. (Scholarship choices shall be reported directly to the Dean. Student committee members, if any, may not be chose for College scholarships.) In addition, the committee shall be available to consult with and advise the Director of Student Services on matters which may require application or interpretation of policies concerning the scholarship programs of the College not otherwise provided for within these guidelines.

5. Reappointment, Promotion, and Tenure Committee

This committee shall be responsible for providing the dean with a professional opinion about the qualifications of the candidate for reappointment, promotion or tenure. The committee examines the documentation provided by the faculty member, the standards that have been adopted by the department, and the Statements of Recommendation provided by the unit personnel committee and the unit administrator for fairness in procedure and review at the departmental level and for consistency within the college.

6. Sabbatical Leave Committee

This committee shall review each year requests from faculty members for sabbatical leave in an effort to ensure equity across the College. The committee will report directly to the Dean, and will elect one of its own members to serve as chair.

D. Ad Hoc Committees

1. Ad Hoc Committees may be appointed by the Chair of the Faculty Council whenever necessary. This action shall be submitted to the Faculty Council for approval at its next meeting.

2. The term of an Ad Hoc Committee shall expire after the meeting at which its final report is accepted by the Faculty Council.