

BYLAWS OF THE FACULTY
OF
THE COLLEGE OF ARTS AND SCIENCE

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I. MEMBERSHIP

A. Membership of the Faculty of the College of Arts and Science shall include the Chancellor and the Provost of the University of Missouri-Columbia; the Deans of the College of Arts & Science; regular members; elected members and associate members.

1. Regular Membership

The regular membership shall include those having the rank of Professor, Associate Professor, Assistant Professor, or Instructor, who are appointed by the Dean of the College of Arts and Science, and who have their appointments reviewed by the Committee on Promotion, Tenure, and Membership. Regular members shall be those on regular, tenure track appointments and having voting rights as specified on the Arts and Science Membership List (see I.A.4.of these Bylaws).

2. Elected Membership

Elected membership shall include those elected by the Faculty of the College having been nominated by a member of the Faculty and approved by the Committee on Promotion, Tenure, and Membership. Upon election, these members shall have all the privileges of regular membership except that they may not become candidates for any elected office in the College, nor may they vote for any elected office within the University whereby those elected would serve as representatives of the Arts and Science Faculty. Election to membership may be by individual or group, and for a specified term or an indefinite period. It shall be the duty of the Committee on Promotion, Tenure, and Membership to maintain regular review of the entire elected membership to ensure that the premises for previous election are still relevant.

3. Associate Membership

Each Department of the College may permit its graduate students, who are degree candidates on academic (teaching and/or research) appointments with the College, to elect representatives to serve on the Arts and Science Faculty as associate members. Each department shall have at least one associate member, with additional members being permitted for each group of 15 half-time academic appointments in excess of the first 15. Associate members shall have all the privileges of regular members except that they may not become candidates for any elected office in the College, nor may those elected vote for any elected office in the University whereby those elected would serve as representatives of the Faculty of the College.

4. Membership List

It shall be the duty of the Committee on Promotion, Tenure, and Membership to maintain the Arts and Science Faculty list and to prepare this list for approval each fall at the first Faculty meeting of the year. This Committee shall be authorized to recommend appropriate faculty action to keep the list

current. The current list shall be kept in the office of the Deans of the College and shall be open for inspection during office hours.

B. Students

Students regularly admitted to study in the College or as graduate students within the College, are considered to be student members of the College and are eligible to participate as members through the Arts and Science Student Government on those committees which have student members.

II. OFFICERS

A. Officers

The officers shall be the Deans of the College of Arts and Science, the Secretary of the Faculty, and the Parliamentarian. The Secretary of the Faculty and the Parliamentarian shall be nominated by the Executive Committee and appointed by the Dean.

B. Duties

1. The Dean of the College shall be responsible for ensuring that these Bylaws are properly followed.
2. The Dean of the College shall preside at all meetings except that when absent the Dean may designate a presiding officer. With the advice of the Executive Committee the Dean shall appoint the members of appointive committees; and the Dean shall exercise such other duties as normally fall to the dean of a college.
3. The Secretary of the Faculty shall keep the minutes of all meetings and shall maintain a record, to be known as the Rule Book of the Faculty of Arts and Science, in which shall be recorded new rules and changes in old ones. This book shall be accessible during office hours in the Dean's office to all members of the faculty.
4. The Parliamentarian shall decide all points of parliamentary procedure that may arise at meetings.

III. MEETINGS OF THE FACULTY

A. Meetings

1. Regular meetings for the purpose of transacting the business of the College may be called by the Dean as needed.
2. Meetings may be called by the Dean for the purpose of discussion and issuing reports only, with no official action being taken.
3. A special meeting of the Faculty must be called upon the written request of any ten members of the Faculty of the College of Arts and Science to the Dean of the College. Said meeting shall be called within a reasonable time of the receipt of the request, and the call for the meeting shall state the petitioners' reasons for the request.

4. The most recent edition of Robert's Rules of Order shall be the authority for order in Faculty meetings.

B. Quorum

Five percent of the number of Faculty on the Membership List (I.A.4.) of any session shall constitute a quorum for any regular meeting or for any special meeting of which advance notice stating the agenda has been given in writing at least three days prior to the meeting.

C. Order of Business

The order of business shall be as follows:

1. Reading of Minutes
2. Unfinished Business
3. Communications from the Academic Officers of the College
4. Reports of Standing Committees
5. Reports of Special Committees
6. Other Business

IV. COMMITTEES

The standing committees of the Faculty shall be the Executive Committee; the Committee on Promotion, Tenure, and Membership; the Committee on Curriculum, Instruction, and Advising; the Committee on the College of Special Degree Programs; the Committee on Nominations and Elections; the Council of Chairs; the Arts and Science Computer Roundtable. The faculty, or the Dean acting with the advice of the Executive Committee, shall have the authority to create additional standing and ad hoc committees and to make provision for their membership, duties, and manner of selection.

A. Executive Committee

The Executive Committee shall consist of the Deans, ex officio, six members elected from the Faculty in the manner hereinafter provided (See Section V, A), and one member, ex officio, selected by and from among the College's current representatives to Faculty Council. The term of office for the six members shall be for three years, and eligibility and distribution among areas of study shall be as defined in the election provisions. The Dean shall be the presiding officer but the six elected members shall select annually, from among their number, a Chairperson who shall preside in the Dean's absence, call Committee meetings, and exercise other responsibilities appropriate to the Committee's duties and functions.

The duties of the Executive committee shall be:

1. To advise the Dean on matters of College policy, on budget and allocation of funds, on selection of departmental chairs and members of appointive committees and on the structure, mission and performance of departments and of the entire College.
2. To assist the Dean in formulating criteria and procedures for the annual review of faculty members and departmental chairs, and to advise the Dean in the execution of this review.
3. To assist the Dean in hearing appeals by faculty members against departmental decisions on their salary, status, and duties (but not in matters involving promotion and tenure).
4. To prepare and submit to the Faculty for action its recommendations concerning changes in College policy.
5. To report back to the Faculty its recommendations on matters referred to the Committee by a vote of the Faculty.
6. To serve as an organized Faculty voice in the making of plans for the College.
7. Although it is anticipated that the Executive Committee shall perform its duties in concert with the Dean, on occasion it may be necessary and appropriate for the Committee to initiate recommendations and to communicate directly with faculty and others.
8. The Committee may create ad hoc subcommittees to deal with specific problems. Such subcommittees shall be chaired by a regular Committee member and shall include at least one additional regular member, but they may also include other faculty or students appointed by the Dean on recommendation of the Committee. Such subcommittees shall report to the Committee.
9. The Dean and the Committee shall determine their own policy concerning frequency of meetings, size of quorum, attendance by nonmembers, and manner of dealing with petitions and other communications from the Faculty, from individual faculty members, and from students.

B. Committee on Promotion, Tenure, and Membership

The Committee on Promotion, Tenure, and Membership shall include the Deans, ex officio, and six members elected from the Faculty in the manner hereinafter provided (See Section V, B). The term of office shall be three years, and eligibility and distribution among areas of study shall be as defined in the Article on Elections.

1. The duties of the Committee shall be:
 - a. To review all departmental recommendations for promotion, tenure, and termination of faculty members, and to transmit their recommendations to the Dean and to the Provost as provided by Campus and University policy.
 - b. To advise the Dean on appointments to endowed chairs.
 - c. To participate with the Dean and Associate Deans in interviewing all candidates for regular faculty positions in the College, by ensuring that at least one member of the Committee has interviewed each candidate. In conducting this function, it may establish standing or ad hoc subcommittees, which may include faculty who are not members of the Committee.
 - d. To advise the Dean in the making of all regular faculty appointments at or above the Associate Professor level.
 - e. To review persons or groups nominated to the status of Elected Members of the Faculty, and to bring to the Faculty the names of those whose election to membership it recommends.
 - f. To maintain the membership list of the Faculty, as provided in Article I, A, 4 above.
2. The Committee shall determine, in conformity with Campus and University policy, the criteria and procedures that it follows in reviewing faculty for promotion and tenure, and shall make those criteria known to departmental chairs and to all faculty.
3. The Committee shall receive and hear appeals by faculty members against departmental decisions on promotion and tenure (but not on questions of salary).
4. The Committee shall keep full records of its action on tenure and promotion decisions and on its recommendations to the Dean on interviews of prospective members of the Faculty.
5. The Committee shall elect one of its own members as chair at the beginning of each academic year.

C. Committee on Curriculum, Instruction, and Advising

The Committee shall consist of the Deans, *ex officio*, at least seven members of the Faculty appointed by the Dean with the advice of the Executive Committee and at least three students appointed by the Dean on recommendation of the Arts and Science Student Government.

The duties of the Committee on Curriculum, Instruction, and Advising shall be to receive communications from the Dean and from individuals and groups of faculty and students, to make recommendations to the Dean and Faculty, and to supervise the curriculum, the process of academic advising and the quality of teaching in the College. It shall make recommendations to the Dean and the Faculty on advising and instruction. Its decisions on matters of curriculum shall be reported to the Faculty and shall be considered final unless the Faculty votes disapproval.

The Committee may create standing or *ad hoc* subcommittees to deal with particular problems or particular aspects of its work.

D. Committee on the College of Special Degree Programs

The Committee on Special Degree Programs shall be appointed by the Dean with the advice of the Executive Committee. The Dean and the Executive Committee shall seek suggestions from the Director of the Office of Special Degree Programs. The Committee on Special Degree Programs shall consist of 14 members (11 faculty members, seven of these from Arts and Sciences, four faculty from other units, a member of the Arts and Science Advisement Center, and two students). The Associate Dean of the College of Arts and Sciences and the Director of the Office of Special Degree Programs shall serve as *ex-officio* members. The Committee shall approve courses, establish requirements, and act upon requests for exceptions to the regulations for programs served by the Office of Special Degree Programs. Additional duties of the committee shall be set by the Director of the Office of Special Degree Programs with advice and consent of the Dean.

E. Committee on Nominations and Elections

The Committee on Nominations and Elections shall consist of at least three members, one each from the Humanities and Fine Arts, the Social and Behavioral Sciences, and the Natural and Mathematical Sciences. With the exception of one Committee member who will serve two years, the second year as Committee Chair, they shall be appointed by the Dean for a one-year term with the advice of the Executive Committee. Following the implementation of this Bylaw change, the 1989-90 Humanities and Fine Arts representative will be designated Committee Chair for the 1990-91 Committee. In following years, the chairship will rotate to sector representatives in the order that they are listed above. It will be the responsibility of the Chair, in cooperation with the Dean, to organize the activities of the Nominations and Elections Committee for the following year. No other member of this committee

may be appointed to a second consecutive term. No person may serve concurrently on the Committee on Nominations and Elections and any of the Committees (Executive Committee; Committee on Promotion, Tenure, and Membership; Faculty Council; Campus Committee on Tenure) for which it conducts the election. No member of the Committee may be a candidate in an election which the Committee is conducting.

The Committee on Nominations and Elections shall make nominations and conduct elections in conformity with the regulations on elections in Section V below.

F. Council of Chairs

The Council of Chairs shall consist of the Deans, ex officio, the Chairs of all departments of the College, and the Director of the Division of Biological Sciences, and the Director of the Office of Special Degree Programs. The function of the Council shall be to coordinate the administration of departments and divisions of the College. The Council functions as a conference of chairs with the Dean and is not constituted to take actions in the name of the Faculty.

G. Student Membership on Committees

The Dean shall appoint students as full members of all committees for which these Bylaws specify student membership, and to all newly created committees for which the Dean or the Faculty as authorizing agencies have specified student membership. Nominations of student members shall be sought from the Arts and Science Student Government.

H. Arts and Science Computer Roundtable

The Dean shall appoint a committee of ten (10) individuals, two (2) from each of the following five sectors of the college: natural & mathematical sciences; social science, behavioral science; humanities, fine arts. At the beginning of the fall term, each department shall nominate one individual to form the pool from which this committee will be constituted. The purpose of the committee is to provide a forum in which departments can share ideas about the relationship of computer technology to the teaching and research mission of the college. It shall meet no fewer than four times a year.

V. ELECTION PROCEDURES

A. Executive Committee

1. The members of the Executive Committee shall serve a term of three years and shall not be eligible to succeed themselves with the exception that a member elected or appointed as substitute to serve an unexpired term may be elected to serve a full three-year term. They must be tenured members of the Faculty of the College. A department shall not succeed itself and shall never have two of its members on the Committee at the same time. Department chairs may not serve on the Committee. Two members of the Committee shall be elected from each of the three academic areas defined in V.A.2.b. below. After the initial election held under these bylaws, one-third of the Committee shall be elected each year.

a. At the initial election, those elected shall draw lots to determine who shall have initial three-year, two-year, and one-year terms; and those who draw a two-year or one-year term shall be eligible for re-election to a full three-year term.

2. The method of electing members of the Executive Committee shall be as follows:

a. The Committee on Nominations and Elections shall conduct the election by mail ballot. At the beginning of the electoral process, the committee shall circularize all departments requesting nominations.

b. Each department shall submit a candidate from its academic area to the Committee on Nominations and Elections. For this purpose, departments shall be grouped into the following areas (also known as sectors):
Humanities and Fine Arts: Departments of Art, Art History and Archaeology, Classical Studies, English, Germanic and Russian Studies, Music, Philosophy, Religious Studies, Romance Languages & Literatures, Communication, and Theatre.

Social and Behavioral Sciences: Departments of Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology.

Natural and Mathematical Sciences: Departments of Chemistry, Geological Sciences, Mathematics, Physics, Statistics, and the Division of Biological Sciences.

In addition, any voting member of the Faculty may submit a candidate from any area to the Committee on Nominations and Elections. All suggested names must be submitted in writing. No person shall be nominated who, if elected, would be serving simultaneously on two (2) Arts and Science Committees, including Faculty Council.

c. From the list of names submitted, the Committee on Nominations and Elections shall present a slate of at least two, but preferably four or more candidates, for each vacancy, but shall first determine that each person nominated is willing to serve if elected.

d. Each voting member of the Faculty shall receive a mail ballot, together with brief biographical information or other statements prepared by the nominee among those presented for each vacancy. Any voting member may vote instead for a write-in candidate for any vacancy.

e. The candidate receiving the plurality of votes shall be declared elected; in case of tie votes, a run-off election shall be held among those tied. The name of the runner-up for each position shall be reported to the Dean as an alternate in case the Dean needs to appoint a substitute to fill a temporary vacancy. The Committee shall also make the election results public by sending them to each departmental chair with a request to make the information known to all faculty in the department.

3. The following schedule shall be followed in electing members of the Executive Committee:

a. Nominations by departments and individual faculty members shall be declared closed at the end of the business day on February 15 of each year; should February 15 fall on either a Saturday or a Sunday, the closing date shall be the Monday next after February 15.

b. Ballots shall be mailed to each voting member of the Faculty no later than the second Monday following Spring Recess.

c. Ballots shall be returned to the place designated by the Committee on Nominations and Elections by 5:00 p.m. on the first Monday in April.

d. Elected members shall take office at the beginning of the Fall semester next following their election.

4. If a member of the Executive Committee is unable to serve for a period of one or more semesters, the Dean shall designate as substitute the nominee who received the next highest number of votes at the time of the election if that nominee remains eligible. The Dean may also choose to designate a substitute for a member who will be away for the summer if it will be necessary for the Committee to meet during the summer. The substitute is to serve during the period when the member originally elected is unable to serve. If the Dean cannot find a qualified substitute by using this procedure, the Dean may appoint another qualified faculty member, provided the appointee is from the same academic area (as defined above, Section V.A.2.b.) as the person being replaced.

a. In case of the resignation of a member or an absence extending over substantially more than an academic year, the Dean may use the procedures outlined immediately above to appoint a substitute to serve until the next regular election, at which time a successor for the balance of the term shall be chosen.

b. Any person who fills out an unexpired term, whether appointed or elected, shall be eligible for election to a full regular term.

B. Committee on Promotion, Tenure, and Membership

1. Provisions for eligibility, term and initial organization of this Committee shall be identical to those for the Executive Committee, except that nominees shall be tenured full professors in the College, with the exception that candidates from each of the three academic areas defined in Section V.A.2.b. above shall be voted upon only by voting members of the Faculty from that particular area.

2. The method of electing members of the Committee on Promotion, Tenure, and Membership shall be as follows:

a. The Committee on Nominations and Elections shall conduct the election by mail ballot. At the beginning of the electoral process, the Committee shall circularize all eligible departments requesting nominations.

b. Each department shall submit a candidate from its academic area to the Committee on Nominations and Elections. For this purpose, departments shall be grouped into three areas as provided in V.A.2.b. above. In addition, any voting member of the Faculty may submit a candidate for a position in the nominator's own academic area. All nominations must be submitted in writing. No person shall be nominated who, if elected, would be serving simultaneously on two (2) Arts and Science Committees, including Faculty Council.

c. The Committee on Nominations and Elections shall present to faculty members eligible to vote in the academic area a ballot consisting of all eligible nominees submitted by departments and all eligible persons nominated by at least ten members of the Faculty who are eligible to vote in the election for which they are submitting nominations. But the Committee shall first determine that each candidate is willing to serve if elected.

d. Each voting member of the Faculty shall receive a mail ballot, together with brief biographical information or other statements prepared by the nominee, and shall vote for one candidate from among those presented for each vacancy. Any voting member may vote instead for a write-in candidate from the appropriate academic area.

e. The candidate receiving the plurality of votes shall be declared elected, provided that the candidate received at least 40 percent of the votes cast. If no

candidate receives at least 40 percent of the votes, or if the two candidates receiving the largest number of votes are tied, a run-off election shall be held between the two candidates receiving the largest number of votes. The name of the runner-up for each position shall be reported to the Dean as an alternate in case the dean needs to appoint a substitute to fill a temporary vacancy. The Committee on Nominations and Elections shall also make the election results public by sending them to each department chair with a request to make the information known to all faculty in the department.

3. The Schedule for electing members of the Committee on Promotion, Tenure, and Membership shall be the same as specified above (V.A.3) for election to the Executive Committee.

4. The Dean is authorized to designate substitute members of the Committee on Promotion, Tenure, and Membership on terms identical to those provided for the Executive Committee in Section V.A.4.

C. Faculty Council on University Policy

In order that the Faculty of the College shall be properly represented on the Faculty Council on University Policy, it shall be the duty of the Committee on Nominations and Elections to conduct the following procedure:

1. The Committee on Nominations and Elections shall solicit and receive nominations from the departments of the College and from voting members of the Faculty of the College. From all such nominations, the Committee shall prepare and present a slate of at least two, but preferably four or more candidates for each vacancy to be filled. Candidates from each of the three academic areas as defined in section V.A.2.b shall be voted upon only by voting members of that particular area. Candidates *at large* shall be voted upon by every voting faculty member in the College.

2. At no time shall any Arts and Science department have more than one of its members on the Faculty Council. No person shall be nominated who, if elected, would be serving simultaneously on two (2) Arts and Science Committees, including Faculty Council.

3. The Committee on Nominations and Elections shall follow the same schedule on deadlines for closing nominations, distributing ballots and biographical sketches or other statements prepared by the nominee, and returning voted ballots, that is outlined above for elections to the Executive Committee. Before placing any candidate's name on the ballot, it shall ascertain that the candidate is willing to serve if elected.

4. Results of this election shall be reported to the Dean of the College, and the runner-up in the election for each vacancy shall be designated as alternate representative. In the even of a tie vote, a run-off election shall be held among the candidates tied.

D. Representative on the Campus Committee on Tenure

1. The Committee on Nominations and Elections shall solicit and receive nominations from the departments of the College and from regular members of the faculty. From these nominations the Committee shall prepare a ballot containing at least two, but preferably four or more nominees to represent the College on the Campus Committee on Tenure. Before placing any name on the ballot, the Committee on Nominations and Elections shall ascertain that each nominee is willing to serve if elected.
2. Nominees shall be tenured full professors in the College.
3. This election shall be conducted during the second (winter) semester of each academic year, confirming as closely as possible to the calendar defined above for elections to the Executive Committee.
4. The Committee shall provide the Faculty with a brief biographical sketch of each person nominated, and this material shall be distributed to the faculty prior to the election.
5. The election for this office shall be conducted, and the ballots therefor distributed at a Faculty meeting held during the Winter semester; but if the University Tenure Regulations and the Bylaws of the UMC faculty permit, this procedure shall be replaced by the use of a mail ballot as stipulated above for the election of the Executive Committee.
6. The Committee on Nominations and Elections shall tally the ballots and inform the Dean of the results of the election, declaring the person with the highest number of votes to be the winner and the runner-up to be the alternate representative.
7. If the person elected is unable to complete the term, the Dean shall designate as substitute the person who received the next highest number of votes.

VI. PRACTICES

Current graduation requirements, rules of the College, penalties for scholastic deficiencies, and grading systems are determined by the Faculty and printed in the Bulletin of the College.

The Bulletin shall be published periodically, and it shall be the responsibility of the Dean of the College to ensure that any changes voted by the Faculty of the College that may affect graduation requirements, scholastic deficiency, grades, and rules of the College be printed therein.

VII. AMENDMENTS

Proposals to amend the Bylaws of the Faculty of the College of Arts and Science may be made by the Executive Committee or may be introduced by the written request of any ten members of the Regular Faculty of the College of Arts and Science, directed to the Executive Committee. The text of the proposed amendments must be distributed to all members of the Regular Faculty at least two weeks before a vote to amend is taken. The vote to amend shall occur at a regular or special meeting of the Faculty, said meeting to be called within a reasonable time after the two-week interval. The Bylaw or Bylaws may then be amended by a majority vote of the members present at the meeting. On their adoption, the previous Bylaw or Bylaws shall be superseded.

latest revision: 04/21/98