

BYLAWS OF THE FACULTY
OF
THE COLLEGE OF ARTS AND SCIENCE

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1. MEMBERSHIP

1.1 Regular Membership

The regular membership shall include all persons with regular academic appointments and all full-time, ranked, non-tenure track faculty members with professorial designation (Assistant, Associate, and Full) in the College of Arts and Science.

College faculty votes on issues specific to tenure or tenured/tenure track faculty will be restricted to tenure-track and tenured faculty.

1.2 Visitor Membership

From time to time, departments select, and the Dean appoints, faculty who serve for a clearly defined term. Upon appointment, these members shall have all the privileges of regular faculty membership (e.g., library and computer privileges), except that (1) they may not serve for any elected College of Arts and Science office, and (2) they may not vote on any College of Arts and Science matter.

1.3 Membership List

A roster of the members of the Faculty of the College of Arts and Science is prepared at the start of each semester by the fiscal office of the College.

1.4 Students

From time to time, ad hoc committees, which may include student representatives, are appointed by the Dean. Unless the charge to the committee allows students to vote, students do not have voting privileges.

2. MEETINGS OF THE FACULTY

- A. Meetings of the faculty for the purpose of transacting business of the College may be called by the Dean as needed.
- B. Meetings 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 four weeks of the receipt of the request, and the call for the meeting shall state the petitioners' reasons for the request.
- C. The most recent edition of *Robert's Rules of Order* shall be the authority for order in faculty meetings.
- D. Quorum: Five percent of the number of faculty members on the membership list of any semester shall constitute a quorum for any meeting for which advance notice stating the agenda has been given in writing at least three days prior to the meeting.
- E. At the discretion of the Executive Committee, motions, discussions, and voting may take place electronically, rather than in person. (All formal electronic discussion of such motions, except for official procedural e-mails from the Executive Committee, will normally take place on an official bulletin board, and not by mass e-mails to all faculty.)

3. COMMITTEES

There are four standing committees of the Faculty.

Membership on two committees is determined by an annual election:

- Executive Committee
- Promotion and Tenure Committee

Membership on two committees is determined by appointment:

- Curriculum, Instruction, and Advising Committee
- Election Committee

3.1 Executive Committee

- A. The Executive Committee shall consist of six associate or full professors of the faculty, elected in the manner hereinafter provided. The term of office shall be three years. At the beginning of each academic year, the six elected members shall select from among their number a chair, who shall preside.
- B. The duties of the Executive Committee shall be
 1. To advise the Dean on matters of College policy, both ordinary and special;
 2. To consult with and report back to college faculty on matters of policy, both ordinary and special.

3.2 Promotion and Tenure (P&T) Committee

- A. The P&T Committee shall consist of six members of the tenured full professors elected in the manner hereinafter provided (See Section 4). The term of office shall be three years.

At the beginning of each academic year, the six elected members shall select from among their number a chair, who shall preside.

- B. The duties of the P&T Committee shall be
 - 1. To review all department recommendations for promotion and/or tenure of faculty members, and to transmit its recommendation to the Dean and to the Provost as mandated by Campus and University policy.
 - 2. To determine, in conformity with Campus and University policy, the criteria and procedures that it follows in executing its responsibilities, and to make these criteria known to chairs, division/program directors, and all faculty.
 - 3. To participate in periodic matters pertaining to personnel that may arise.

3.2.1 Non-Tenure Track (NTT) Promotion Committee

- A. For the promotion of non-tenure track faculty, an NTT Promotion Committee shall consist of six members. Three members will be non-tenure track full professors elected in the manner hereinafter provided (see Section 4). The term of office for the three NTT members shall be three years. The other three members will be tenured full professors of the P&T Committee. Normally, the most senior member from each sector on the P&T Committee will be selected to serve on the NTT Promotion Committee. If there are two non-tenure track full professors from the same department selected for the NTT Promotion Committee, no tenured full professors from the same department shall serve on the NTT Promotion Committee. Instead, the next-most senior tenured full professor from that sector will serve. At the beginning of each academic year, the six elected members shall select from among their number a chair, who shall preside.
- B. The duties of the NTT Promotion Committee shall be
 - 1. To review all department recommendations for promotion of NTT faculty members, and to transmit its recommendation to the Dean and to the Provost as mandated by Campus and University policy.
 - 2. To determine, in conformity with Campus and University policy, the criteria and procedures that it follows in executing its responsibilities, and to make these criteria known to chairs, division/program directors, and all faculty.
 - 3. To participate in periodic matters pertaining to NTT personnel that may arise.

3.3 Curriculum, Instruction, and Advising Committee

- A. The Curriculum, Instruction, and Advising Committee shall consist of one member from each Arts and Science degree-granting unit; one advisor each from the dean's office, the Student Success Center, and the Departments of Arts and Science Round Table; and two students selected by the Arts and Science Student Council.
- B. The duties of the Curriculum, Instruction, and Advising Committee shall be to receive and discuss course and academic policy recommendations and proposals from the Dean, from individuals and groups of faculty. Its decisions, where mandated by policy, shall be forwarded to campus committees (e.g., Committee on Undergraduate Education, University Curriculum Committee, Undergraduate Deans Group) when appropriate.

3.4 Elections Committee

- A. The Elections Committee shall consist of at least one faculty member from each of the three academic sectors. The ordinary term shall be for three years, with one member selected each year. The members shall be appointed by the Dean. At the beginning of each academic year, the members shall select from among their number a chair, who shall preside.
- B. The duty of the Elections Committee is to solicit nominations and, with the help of the Dean's office, to administer ordinary elections in accordance with the process outlined below. The Committee is also charged with administering special elections that may be required periodically.

4. ANNUAL ELECTION PROCEDURES

- A. Positions for which voting will be held will be determined by February 1. In addition to the two elected Arts and Science Committees, the election may also determine A&S representatives to the Faculty Council, Campus Faculty Committee on Tenure, MU Committee on Undergraduate Education, the MU Research Responsibility Committee, and other campus committees as necessary.
- B. Departments will be invited to propose candidates for all positions by February 15. The Committee on Elections may solicit additional nominations for all open positions once department nominations have been received.
 - 1. No faculty member may serve on two elected committees simultaneously.
 - 2. No department may have more than one faculty member on each committee, exclusive of the members-at-large (e.g., for Faculty Council) or as otherwise specified.
- C. For certain elections (specified below) departments are grouped into the following academic sectors:
 - 1. Humanities and Fine Arts sector:
 - a. Humanities area: Classical Studies, English, German and Russian Studies, Philosophy, Religious Studies, Romance Languages & Literatures, and Communication.
 - b. Fine Arts area: Art, Art History and Archaeology, Music, and Theatre.
 - 2. Social and Behavioral Sciences sector:
 - a. Social area: Geography, History, Political Science, Sociology.
 - b. Behavioral area: Anthropology, Economics, Psychological Sciences, Women's & Gender Studies.
 - 3. Biological and Mathematical/Physical Sciences sector:
 - a. Biological Sciences area: Biological Sciences.
 - b. Mathematical/Physical Sciences area: Chemistry, Geological Sciences, Mathematics, Physics and Astronomy, Statistics.
- D. Slates and biographical statements for candidates are to be prepared for distribution by March 1.

- E. The annual election will take place by March 31st each year, with electronic voting procedures to be prepared by A&S staff.
- F. The Dean's office will keep tally of all results so that if a vacancy occurs the runner-up can handle the responsibility.
- G. In the event of a tie, the Committee on Elections is charged with determining the procedure and timetable for resolving the matter.
- H. If an elected member of any committee is on leave or cannot complete his/her term, the Dean shall designate as substitute the nominee who received the next highest number of votes at the time of the election provided that nominee remains eligible. If the Dean cannot find a qualified substitute using this procedure, the Dean may appoint another qualified faculty member, provided the appointee is from the same academic sector as the person being replaced.
- I. Provisions for eligibility and terms for committees
 - 1. Executive Committee (3-year term)
 - a. Two members will serve from each of the three academic sectors (six in total). At least one member from each sector must be tenure-track or tenured. Each year, two positions, not from the same sector, are for election.
 - b. Nominees must be members of the faculty at the associate professor level or above.
 - c. Members may not succeed themselves except after serving out a term as substitute.
 - d. Department chairs and division/program directors may not serve on the committee.
 - e. Departments may not have successive representatives on the committee or two members on the committee.
 - f. Any voting member may nominate a candidate from any sector.
 - g. Faculty members may vote on candidates from any sector.
 - 2. Promotion and Tenure Committee (3-year term)
 - a. Two members will serve from each of the three academic sectors (six in total). Each year, two positions, not from the same sector, are up for election.
 - b. Nominees must be tenured full professors.
 - c. Members may not succeed themselves except after serving out a term as substitute.
 - d. Department chairs and division/program directors may not serve on the committee.
 - e. Departments may not have successive representatives on the committee or two representatives on the committee.
 - f. Any voting member may nominate a candidate from any sector.
 - g. Only faculty members in a given sector may vote on candidates for that sector.
 - h. Only tenure-track/tenured members may vote.

- 2.1 Three NTT faculty members will serve on the NTT Promotion Committee for NTT promotions.
 - a. Nominees must be NTT full professors.
 - b. The three NTT members may not all be from the same department.
 - c. Members may not succeed themselves except after serving out a term as substitute.
 - d. Only NTT faculty members may vote in the election of the NTT members to the NTT Promotion Committee.
3. Faculty Council (3-year term)
 - a. The number of Arts and Science representatives from each of the three academic sectors will be as balanced as possible.
 - b. Nominees for a given sector must be tenure-track/tenured faculty.
 - c. Faculty members may vote only on candidates for their academic sector.
4. Campus Faculty Committee on Tenure (1-year term)
 - a. One member will serve from Arts and Sciences.
 - b. Nominees must be tenured full professors.
 - c. Nominations may be made by any member of the faculty.
 - d. Only tenure-track/tenured faculty may vote.
 - e. Faculty members may vote on candidates from any sector.
5. MU Committee on Undergraduate Education (3-year term)
 - a. There are six areas (as defined above): humanities, fine arts, social science, behavioral science, physical science, and biological science. Each year, two positions are up for election.
 - b. Nominations may be made by any member of the faculty.
 - c. Faculty members may vote on candidates from any sector.
 - d. Names of two elected candidates from each open area are submitted to the campus. Faculty Council selects one in each open area to serve.

5. UNDERGRADUATE STUDENT ACADEMIC REGULATIONS

- A. Current A&S graduation requirements, and penalties and honors for scholastic records, are determined by the faculty, via the Committee on Curriculum, Instruction, and Advising Committee. They are published in appropriate print and web venues.
- B. It shall be the responsibility of the Dean to ensure that any changes in graduation requirements, as well as any penalties and honors for scholastic records, are forwarded to appropriate campus offices for inclusion in MU Undergraduate Catalog (printed or on-line).

6. 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 Faculty of the College of Arts and Science, directed to the Executive Committee. Amendments which directly concern the issue of tenure may only be voted on by tenure-track/tenured faculty. The procedure and the timetable for discussing and voting on the proposed amendments shall be determined by the Executive Committee, with the restriction that, at least two weeks prior to the vote, the faculty must be notified of the

proposed amendment and have adequate opportunity to raise concerns (either electronically or in a meeting).

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