

## College of Arts and Sciences Constitution

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## CONSTITUTION OF THE COLLEGE OF ARTS AND SCIENCES

Ratified:	June 1992
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### **Preamble**

This Constitution is established in order to promote the rules of governance for carrying on the educational responsibilities of the College of Arts and Sciences; effect a closer coordination among the various faculties, campuses, and centers; provide a forum for the fullest possible communication and discussion of problems and concerns pertinent to the welfare and adequate functioning of the faculty and College; and offer opportunities for using special and creative competencies of the (College of Arts and Sciences) faculty in the formation and implementation of the educational programs of the College of Arts and Sciences of National-Louis University.

### **Article I - Name**

The agency of governance for the College of Arts and Sciences shall be known as the CAS Faculty.

### **Article II - Jurisdiction and Powers**

#### **A. *The Powers of the CAS Faculty***

The powers of the CAS Faculty are delegated by the President of National-Louis University as the chief executive officer of the University under the authority granted by the Board of Trustees. This delegation of powers is through the Faculty Association

Constitution. The CAS Faculty, through its governance structure, retains the powers to: (1) investigate all matters within its areas of jurisdiction; (2) make policies regarding matters within its areas of jurisdiction; and (3) enforce those policies formulated through and according to the articles and amendments of this constitution.

B. *Jurisdiction*

The CAS Faculty shall have general legislative power over all matters pertaining to its meetings and councils; to the admission requirements, curriculum, instruction, examinations, grading, granting of authorized degrees; to the supervision and regulation of research, institutes and CAS Faculty, and to the administration of the programs of the College of Arts and Sciences.

Jurisdiction of policies pertaining to promotion, tenure, salaries, sabbaticals, leaves of absence and faculty welfare is specifically reserved to the Faculty Association and its Senate as granted by the President of the University.

C. *Constitution*

The CAS Faculty shall establish and maintain an up-to-date constitution. All official actions taken in the name of the CAS Faculty shall be governed by this constitution. The Chair of the College shall be responsible for the annual dissemination of the current constitution to the faculty.

### **Article III - Membership**

The following criteria determine membership on the Arts and Sciences faculty:

1. Academic personnel who meet the following qualifications shall have full voting membership:
  - a. Full-time appointment to the faculty of CAS by the President of the University.
  - b. Assignment to at least one-half time teaching or its equivalent.
  - c. CAS Emeritus faculty.
2. Administrators are included in the Arts and Sciences faculty according to the following criteria:
  - a. The Dean of the College of Arts and Sciences and other administrators of academic programs reporting directly to the Dean of the College of Arts and Sciences shall be ex-officio, voting members of the Arts and Sciences faculty.

- b. Academic or academic support administrators with honorary faculty rank (established by University policy) or previously earned faculty rank as appointed by the President shall be non-voting members of the CAS faculty.
- 3. The membership list shall be distributed annually in the fall to all members of the Arts and Sciences faculty and to the Chair of the Faculty Association. Membership for faculty and administrators is continuous until a change in status occurs at the University.
- 4. Other personnel and students may be invited by the officers of the Arts and Sciences faculty to attend meetings and to take part in the deliberation of the meetings, but shall not vote.

#### **Article IV - Faculty Appointment Procedure**

- A. The following procedure shall apply to the search for candidates for core faculty positions in the College of Arts and Sciences in accordance with the hiring policies of the University:

The department which is hiring shall assist the search committee by formulating a job description. The search committee shall receive and evaluate the credentials of the candidates, and present a slate of its preferred candidates to the Dean of the College. The search committee shall then conduct interviews, arrange contact between candidates and the College of Arts and Sciences faculty and other interested members of the institution, and make its final recommendation to the Dean of the College of Arts and Sciences.

- B. Part-time appointments shall be made by the Dean of the College of Arts and Sciences pursuant to the recommendation by the department chair or director of the program which is hiring, along with an account of the search process used.

#### **Article V - Organization**

- A. *Officers*

- 1. The Arts and Sciences faculty shall have the following officers: Chair, Chair-Elect, the Past Chair and Secretary. The Chair-Elect and Secretary shall be elected by ballot before the end of the last regularly scheduled meeting of the Arts and Sciences faculty each academic year. They shall take office at the conclusion of the last spring meeting and shall serve for one academic year. If an election cannot be completed by the end of the last regularly scheduled meeting, the CAS Chair shall conduct the remaining elections by mail or electronic means.
- 2. The officers of the Arts and Sciences faculty shall serve as the Executive Board. At least one CAS Senator shall also serve. The CAS Chair shall convene Executive Board meetings.

3. The names of the candidates for the annual election shall be gathered by the Nominations Committee comprised of at least three Arts and Sciences faculty members appointed by the Executive Board and chaired by a member of the Executive Board. The list of nominees shall be distributed to members of the Arts and Sciences faculty at least seven days before the election. Additional nominations may be made from the floor, provided the consent of the nominee has been secured.
4. Any vacancies occurring among the officers shall be filled for the unexpired term by appointment of the Executive Board.

B. *Duties of Officers*

1. The Chair shall preside at all meetings of the Arts and Sciences faculty, be responsible for the general conduct of the Arts and Sciences faculty business, and shall appoint committees which are not otherwise selected by provisions in this Constitution.
2. The Chair-Elect shall have all the powers and perform all the duties of the Chair in the absence of the Chair, and shall be the Chair when the normal term as Chair-Elect ends. The Chair-Elect shall request a membership list of the faculty in CAS from the CAS Dean's office and distribute it during the fall term. The Dean's office shall inform the Chair-Elect of any changes as they occur so that the Chair-Elect can update the list as changes occur and inform the Arts and Sciences faculty of any changes at a regular CAS meeting.
3. The Secretary shall record the minutes of each meeting, post them in a timely fashion, ensure that a permanent record is kept of the action taken at all meetings of the Arts and Sciences faculty, and shall be the custodian of all such records, including minutes of the meetings, written policies of the Arts and Sciences faculty, correspondence, and other records of the Arts and Sciences faculty.
4. The Past Chair shall assist with the transition and provide advice and counsel during the year.

C. *The Nominations Committee*

One member of the Executive Board shall chair the Nominations Committee and appoint at least three CAS faculty representatives. It is the duty of this committee to develop a slate of nominees for the annual election and to certify that candidates meet the criteria prescribed by the Faculty Association. Nominations may also be made from the floor at the time of election, provided that nominees meet the criteria for election and state their willingness to serve. The Nominations Committee is responsible for providing and distributing the ballot and tabulating the votes.

D. *Meetings*

1. Regular meetings of the Arts and Sciences faculty shall be held monthly, September to June, at the time and place designated by the Executive Board unless determined otherwise by a majority vote of the CAS faculty.
2. Special CAS faculty meetings may be called by the Executive Board or by signed petition of one-third of the CAS faculty members by giving written notice thereof, stating the time, place and purpose of the meeting. Written notice of special meetings must be distributed to individual members at least seven (7) days before the meeting. No business shall be transacted at the special meeting except that stated in the notice of the meeting.
3. *Extended-site Faculty Participation*

The CAS Faculty Chair and the Dean shall determine the best possible methods for optimal participation by faculty members assigned to extended sites. At a minimum, all CAS faculty with instructional assignments at a time and location that make participation impractical shall have the opportunity to present brief written position statements on announced agenda items, to vote by proxy or other absentee ballot arrangement, and to request reconsideration of any actions taken without reasonable opportunity for extended site participation.

4. *Quorum*

A majority of voting membership of the Arts and Sciences faculty (excluding those on leave and emeritus faculty) shall constitute a quorum for the transaction of business at any regular or special meeting. This includes those members participating by proxy or either means of extended site communication or representation.

5. *Motions and Voting.*

All motions presented for consideration by CAS faculty shall be put forward at a CAS Faculty meeting at which a quorum is present

When a vote is taken on any matter at a meeting of the Arts and Sciences faculty, a quorum being present, a majority of the votes shall be sufficient for decision-making purposes.

A proxy, a written authorization to act on another's behalf, may authorize representation of all matters coming before the faculty or be limited to specific items. The Chair shall rule on any questions arising from the interpretation of proxy voting specifications and such actions will be recorded in the minutes of the meeting. All proxies must be submitted to the Chair no later than the beginning of the meeting.

When a vote is taken by mailed or electronic ballot, it is not considered decisive unless the total number of properly submitted ballots received by the Secretary as of the deadline date is at least equal to the quorum. The results of a vote taken by mail or electronic means shall be reported to the membership within seven (7) days following the deadline and shall be recorded in the minutes of the next Arts and Sciences meeting. After being counted, the submitted ballots shall be secured by the Secretary until the next Arts and Sciences meeting.

6. *Agenda and Minutes*

The agenda and minutes from the previous Arts and Sciences faculty meeting shall be distributed to all members of the Arts and Sciences faculty at least one week before the meeting. The agenda shall be prepared by the Chair; the minutes shall be approved by the Arts and Sciences faculty at each meeting. All business shall be carefully recorded.

All official minutes of meetings of CAS and its councils and committees shall be kept in the office of the Dean of the College of Arts and Sciences and be available to any member of the Arts and Sciences faculty.

7. *Rules of Order*

The rules of parliamentary procedure in *Robert's Rules of Order* (latest edition) shall be used in deliberations on all questions of procedure not covered in this Constitution.

## **Article VI - Councils and Committees**

A. *General Functions and Limitations*

In carrying out the functions herein specified, each council shall have all the powers, authority, and responsibilities held by the CAS faculty. Each council shall elect its own chair annually and shall function for the academic year. When pressing business comes up during the summer, current committee members shall be called in and compensated according to University standards. Councils may adopt and follow rules and policies as they find useful, necessary, and in accordance with this Constitution, subject only to the following provisions:

1. The faculty shall be kept informed of council actions by the submission of reports to the CAS secretary who in turn shall distribute copies to the CAS faculty and to the deans of each college, and by publication in writing of any policies adopted, which will then become effective 30 days after publication, subject to review procedures described in items 2 and 3 below.

2. The CAS faculty may by majority vote at any regular meeting request a review of any action taken, policy adopted, or decision made by any council or committee and may, on the basis of such review, call for the action or policy to return to the council for reconsideration.
3. A petition signed by one-fourth the members of the CAS faculty shall call for review of any action, policy, or decision of any council or committee. Final disposition of any review shall be decided by a majority vote of the CAS faculty at its regular or special meeting.
4. The Dean of the CAS or her/his designated representatives shall be ex-officio, non-voting members of all councils and committees and informed of scheduled meetings.
5. Members of the standing councils shall be selected by the College at large, according to democratic procedures established, unless otherwise indicated in this constitution. (a) Term of office shall be for three years unless otherwise determined by the CAS Constitution Council. (b) Full-time faculty members of the standing councils shall be CAS faculty whose appointments are at least one-half time in the College of Arts and Sciences. (c) Council and committee members assigned to campuses or centers located more than one hundred (100) miles from the meeting site shall have the opportunity to participate in meetings by means of telephone.
6. A list of committee membership, including designated chairs and each representative's term of service, shall be distributed by the chair of the College to CAS faculty and the Dean's office during the fall term.

#### B. *Specific Functions*

Councils shall be major policy-making bodies. All other committees carrying on the work of the CAS faculty are limited in their powers to recommend actions, policies or decisions to the College of Arts and Sciences.

Regular attendance at council and committee meetings is expected, and failure to do so is grounds for replacement by the chair of the College.

1. *The College of Arts and Sciences Curriculum Council* shall be the policy-making body with regard to all graduate and undergraduate courses including courses offered for both graduate and undergraduate credit and programs proposed by academic units in the College of Arts and Sciences (including academic requirements for program and degree completion). It shall review and monitor existing graduate and undergraduate courses and programs in the College of Arts and Sciences.

The membership of the Curriculum Council shall include five full-time faculty representatives from the College of Arts and Sciences. The Registrar and the Dean or his/her representative shall be non-voting ex-officio members.

2. *The College of Arts and Sciences Academic Standards Council* is charged with the responsibility of setting and enforcing academic standards for CAS students. It shall also act as an appeal body for decisions relating to students made at the department, program, or college level within CAS. It is further charged with setting policy for the monitoring of student retention in consultation with the Admissions Council.

The Academic Standards Council certifies CAS students for graduation on behalf of the College.

Voting members of the council shall include six full-time faculty representatives from the College of Arts and Sciences. Non-voting members include the Dean of CAS or his/her representative, and representatives from the Office of the Registrar, Student Affairs and The Center for Academic Development.

3. *The College of Arts and Sciences Admissions Council* shall be the policy-making body to determine the admissions standards for undergraduate students and graduate students in the College of Arts and Sciences. In collaboration with the Admissions Office, it is charged with the selection and acceptance of all undergraduate students into the College.

Admission of graduate students into individual programs in the College of Arts and Sciences is primarily the responsibility of those programs.

Voting members of the Admissions Council shall consist of five full-time faculty representatives from the College of Arts and Sciences. Non-voting members shall include the Director of Admissions, the Dean of CAS or his/her representative, and representatives from Student Affairs and The Center for Academic Development.

4. *Promotion and Tenure*

*College of Arts and Sciences Promotion and Tenure Committee*

Pursuant to the Constitution of the Faculty Association, it is the duty of the College of Arts and Sciences to elect four full-time faculty members to serve on the College Promotion and Tenure Committee.

**The Promotion and Tenure Committee**

- a) Responsibilities:

- (1) The College Promotion and Tenure Committee shall review applications from faculty members and submit a full report of the vote to the Institutional Promotion and Tenure Committee.
- (2) All deliberations and actions of the college committee shall remain confidential.

b) Membership:

- (1) The faculty of College of Arts and Sciences shall elect a committee of four (4) members to consider applications for promotion and/or tenure of its faculty.
- (2) All members of this committee shall be full-time tenured faculty members.
- (3) At least two members of the committee shall hold the rank of Associate Professor or Professor.
- (4) The terms of office shall be three (3) years in length and shall be staggered so that one of the member's terms expires each year. No members of the committee shall serve successive terms.
- (5) A faculty member who applies for promotion while a member of the committee shall be replaced by special election for the remainder of his/her term.

5. *The College of Arts and Sciences Planning Council* shall be the advisory body for long-range strategic planning for the College of Arts and Sciences. Among its primary responsibilities is promoting communication and collaboration across the college and making recommendations for prioritizing new initiatives and planning resources.

Voting members of the council shall consist of five full-time faculty representatives from the College of Arts and Sciences. The Dean of the College of Arts and Sciences shall be a non-voting member.

6. *The College of Arts and Sciences Constitution Council* shall be the body responsible for reviewing and suggesting amendments and revisions to the CAS Constitution (not abridging the right of CAS Faculty to bring forward amendments).

The CAS Constitution Council shall meet and review the constitution each fall and make any recommendations no later than the January CAS meeting. It shall meet and consider changes at other times as the CAS Faculty Chair directs. The Constitution Council shall be responsible also for advising the Chair on matters concerning the jurisdiction of councils and committees set forth in the CAS Constitution. It shall advise the Chair in matters of interpretation of articles and amendments and procedures related there unto. The Constitution Council shall also be responsible for advising the chair on procedural questions of rules of order.

The Constitution Council shall consist of five full-time faculty representatives elected from the College of Arts and Sciences faculty for three-year terms.

7. *The College of Arts and Sciences Recognition Committee* shall be the body responsible for organizing events to commemorate deaths, retirements, tenure, and promotions within the College of Arts and Sciences.

The Recognition Committee shall consist of five full-time faculty representatives elected from the College of Arts and Sciences faculty for three-year terms. The first such election, however, shall be for two members to serve a one year and a two year term respectively so that the members' terms can be staggered and provide for continuity in the Committee's service.

8. *Election of Council and Committee Members*

- a) *Spring Elections*

Senate and University committee members will be elected at large by CAS faculty. It is the duty of the CAS Chair-Elect to certify that all elected representatives meet criteria prescribed by the Faculty Association.

- b) *Special Circumstances*

The CAS Chair shall appoint a temporary replacement for a Senator or any member of a committee other than Promotion and Tenure Committees who will be on sabbatical or a leave of absence for less than one (1) year. For absences of one (1) year or longer, an election shall be held to replace that individual at the next meeting of CAS.

Vacancies of one term or longer caused by the absence of an elected member on the CAS Promotion and Tenure Committee or Institutional Promotion and Tenure Committee must be filled by an election of an eligible candidate at the next CAS College meeting.

#### **Article VII - Amendments**

This constitution may be amended by two-thirds vote of the College of Arts and Sciences at any regular monthly meeting, provided that notice of the proposed amendment or amendments has been given at the preceding regular meeting.

#### **Article VIII - Ratification**

This constitution shall go into effect upon ratification of two-thirds of the CAS faculty.