

College of Science Bylaws

ARTICLE I--GENERAL PROVISIONS.

Section 1. Authority. The constituent faculty of each college-level division of the university is authorized to establish and to effect its own educational objectives, including matters of student admission and curriculum, and to participate in the selection of its own dean, other executive officers, and faculty members as provided in the Constitution of the University Faculty, Article I, Section 4, Clause A. These provisions are subject only to the general rules and regulations of the university faculty and the authority of the president and the regents.

Section 2. Function. The function of the College of Science and of its faculty members, hereinafter designated as the "college faculty," shall be to establish and to implement the educational, research, and service objectives of its component disciplines, separately and collectively.

Section 3. College Executive Board. This committee is empowered to act for the college faculty in matters related to educational objectives. The college faculty vote on policy recommendations made by the Executive Board. The structure and function of the Executive Board are set out in Article V.

Section 4. College Administration. The dean and other executive officers of the college are responsible for the implementation of college policies, rules, and regulations.

Section 5. Departmental Faculties. In accordance with Article I, Section 4, Clause B, of the Constitution of the University Faculty, and subject to the rules and regulations of the college faculty, the constituent faculty of each department in the college participates in decisions concerning the department's educational objectives, including matters of curriculum, student admission, the selection of administrative officers, and the selection of new faculty members.

ARTICLE II--THE COLLEGE FACULTY.

Section 1. Membership. Membership in the college faculty shall be constituted of those university faculty members assigned to the college in accordance with Article II of the Constitution of the University Faculty (FSH 1520).

Clause A. Voting Privileges of College Faculty Members. Voting privileges of college and departmental faculty members are restricted to members who are qualified to vote at university faculty meetings. Other college faculty members, such as professors emeriti, may participate without vote.

Clause B. Voting Privileges of Associated Faculty Members. Affiliate and adjunct faculty members who are attached to departments within the college may participate

without vote in college meetings. They may participate in meetings of the department to which they are attached, and the department bylaws will determine whether or not they participate with vote.

Section 2. Responsibilities and Privileges. The college faculty and faculties of departments within the college shall assume responsibility for government of their respective academic units.

Clause A. The department faculties shall have the opportunity to vote on all major policies, regulations, and programs pertaining to their respective departments.

Clause B. Election of representatives to the Faculty Senate and Research Council shall be by the college faculty. Election of a representative to the Graduate Council shall be by the members of the college faculty who are also members of the graduate faculty. Nominations for these positions shall be solicited from the appropriate voting faculty. See Article VII Section 1 for election procedures.

Clause C. The college faculty shall participate in the selection of the dean and other executive officers of the college as provided in Article I, Section 4, Clause A, of the Constitution of the University Faculty.

Clause D. The departmental faculties shall participate in the selection of their respective executives as provided in Article I, Section 4, Clause B, of the Constitution of the University Faculty.

Clause E. Standards for Admissions. The college faculty may recommend to the university faculty supplementary standards of admission for students to the college. Supplementary standards of admission proposed by the constituent departments in the college are subject to vote by the College Executive Board.

Clause F. Academic Standards. The college faculty may recommend to the university faculty minimum academic standards to be maintained in the college. Minimum academic standards proposed by individual departments in the college are subject to vote by the College Executive Board.

Clause G. Curricular Matters. Courses, curricula, graduation requirements, and degrees proposed by individual departments in the college are subject to vote by the College Curriculum Committee.

Clause H. Scholarships, Honors, Awards, and Financial Aid. The college and the departments will allocate scholarships, honors, awards, and financial aid consistent with university policy.

Clause I. Student Participation. Student representatives may be appointed by the department executives or the dean to vote on departmental and college faculty committees that deal with matters that affect them. In addition, students may be

appointed to participate in an advisory capacity at college and departmental faculty meetings as approved by the department.

Clause J. Budget. The dean of the college will seek faculty advice and counsel on budgeting priorities that could significantly affect existing units of the college.

ARTICLE III--COLLEGE EXECUTIVE OFFICERS.

Section 1. Executive officers of the College of Science shall include the dean, the associate and/or assistant dean , and the department executives within the college.

Section 2. The dean is the chief executive officer of the college and the presiding officer of the college faculty and College Executive Board. The dean has the ultimate responsibility for leadership and for the standards of functioning of the college and of its various disciplines.

Section 3. The duties of the associate and/or assistant deans shall be assigned by the dean. An associate or assistant dean shall be empowered to act for the college on student petitions concerning university regulations, and may appoint a representative of the college to present petitions before the Academic Petitions Committee.

Section 4. The department executives shall have the responsibility for leadership and coordination of the functions, operations, programs, curricula, and funding within their respective departments. The department executives are the presiding officers at their respective departmental faculty meetings and are the representatives of their respective departmental faculties on the College Executive Board.

Section 5. The associate or assistant dean may serve as acting dean in the dean's absence. If needed, the dean may appoint a department executive to act as dean in his or her absence. For each department, the departmental executive may appoint a temporary successor in his or her absence. If so, they will communicate this in writing to the college dean's office.

ARTICLE IV--MEETINGS.

Section 1. College Faculty Meetings. College faculty meetings may be convened by the dean of the college, by the College Executive Board, or by more than one-third of the college faculty in a signed petition to the dean. The dean or a temporary designee shall preside at college faculty meetings. The dean shall be responsible for the agenda and for its issuance at least three school days before each meeting. All subjects to be voted on by the college faculty shall be listed in the agenda.

Section 2. Quorum. A quorum in a meeting of the college faculty shall consist of not less than one-fourth the voting members.

Section 3. Roberts' Rules of Order, newly revised edition, shall govern all meetings.

Section 4. Emergency Meetings. The dean may declare an emergency and call a meeting of the college faculty. Policy decisions made at an emergency meeting require an approving vote of two-thirds of those in attendance, provided a quorum is present.

ARTICLE V--COLLEGE EXECUTIVE BOARD.

Section 1. Function. The College Executive Board of the College of Science is the representative body of, and is empowered to act for, the college faculty relative to those responsibilities delegated in the Constitution of the University Faculty, and incorporated in these Bylaws, Article II, Section 2. It is responsible to and reports to the college faculty. The dean shall seek the advice of the College Executive Board in budgetary and other matters that affect the departments.

Section 2. Membership. The standing members of the Executive Board shall consist of the department executives, directors of programs that administratively report directly to the college, the college's development director, finance officer, and director of student services, the dean of the college, and the associate and/or assistant deans. The dean may invite participation by others as topics under consideration might dictate. Such a temporary invitee may participate with vote in a meeting upon approval of a majority of the standing members present.

Section 3. The dean of the college shall serve as chair of the College Executive Board with voice, but votes only to break a tie. The dean's assistant shall serve as the secretary (without voice or vote) of the College Executive Board.

Section 4. Quorum. A quorum shall consist of a majority of the standing members.

ARTICLE VI--COLLEGE COMMITTEES.

Section 1. General Provisions. The College Executive Board shall be responsible for and shall appoint members to all other standing committees and ad hoc committees of the college, except the College Faculty Council and those appointed by the dean for advisory or administrative functions. The College Executive Committee shall designate a chair for committees that do not have a defined chair. Minutes and recommendations of each committee shall be forwarded to the dean. Committees shall meet on the call of the chair of the committee.

Section 2. Scholarship and Awards Committee.

Clause A. Membership. A committee is composed of one representative from each college department (appointed by the departmental executive) and the associate or assistant dean (or if unfilled, the dean), who serves as chair, and who shall be the college liaison officer with Student Financial Aid. Departmental appointments are for one year and are renewable. The chair votes only to break a tie.

Clause B. Functions. The committee shall announce and publicize the various scholarship funds and the dates for submission of applications to the committee. It shall consider each application and shall be empowered to make recommendations on scholarship awards. A final summation of awards shall be presented to the dean.

Section 3. Tenure and Promotion Committee. This standing committee makes recommendations to the dean on the tenure and promotion of individual college faculty members.

Clause A. The committee consists of one tenured faculty member at the rank of full professor, or at the rank of associate professor if a department does not have any available full professors, from each department, appointed by the department executive.

Clause B. Each member serves for three academic years, and the terms shall be staggered. The chair will be selected from those members who are serving their final year on the committee.

Clause C. Timing for Tenure and Promotion Consideration. Faculty members are considered for tenure and/or promotion according to the schedules set forth in Sections 3520 and 3560 of the university Faculty Staff Handbook. In the case of faculty members with fractional-time appointments, years credited towards these schedules will be the sum of the fractional years worked according to the percentages in the position descriptions.

Clause D. College Criteria for Tenure and/or Promotion. Portfolios for tenure and/or promotion shall be judged as specified in sections 3520 and 3560 of the Faculty-Staff Handbook. College deliberations will consider evidence of research quality, teaching accomplishment, success in mentoring graduate students, service, and collegiality. Contributions to collaborative and interdisciplinary work will be recognized and valued. The academic culture of the various disciplines and the differing service and teaching loads of the departments will be taken into consideration.

Clause E. Committee Procedures. Each tenure or promotion case will be referred to the committee through a report from the department that includes (a) the portfolio considered by the department committee, (b) a narrative summary of the departmental committee's deliberations, signed by all members of that committee, and (c) a letter from the department chair giving his or her appraisal of the case. Following the college committee's deliberations, the committee chair will compose a report that includes the vote totals as well as a narrative summary of the deliberations. This report will be circulated for approval by all committee members, then forwarded to the dean.

Section 4. Curriculum Committee. This standing committee considers curriculum changes requested by the departments and programs within the college.

Clause A. Membership. The committee is composed of the chairs of the curriculum committees of each college department and the associate or assistant dean (or if

unfilled, the dean), who serves as chair. The chair votes only to break a tie. Ideally, the college's representative to the University Curriculum Committee should be a member of the College of Science Curriculum Committee. Should that not be possible, the college's UCC representative is invited to attend all meetings of the college committee so as to be familiar with curriculum motions that originate in the college. Programs that report administratively to the College of Science will be invited to send a faculty member to attend committee meetings in order to answer questions about curriculum proposals from those programs.

Clause B. Functions. The committee shall consider curriculum changes requested by the departments within the college as well as from academic programs that report administratively to the College of Science. The committee will consider the impact of those changes on other units within the college and outside of the college where the impact is known. Only curriculum recommendations gaining approval of this committee by majority vote are forwarded from the college to the Graduate Council and/or University Curriculum Committee.

Section 5. College Faculty Council.

Clause A. Membership. The College Faculty Council shall consist of one faculty representative from each college department, elected by the voting faculty of that department, one administrative staff representative, one non-administrative staff representative, and the associate or assistant dean (or if unfilled, the dean), who serves as chair. Terms for the faculty representatives and staff representatives shall be two academic years. Representatives may serve consecutive terms if so elected. The college representatives to Faculty Senate, Graduate Council, and Research Council serve as non-voting ex-officio members of the College Faculty Council (unless they are serving as the elected representative from one of the departments). The two staff representatives shall be nominated and elected by the vote of staff members in the college. The election shall be conducted by the staff of the college office, and staff serving in the college office shall not be eligible to serve as representatives on the College Faculty Council. The dean may also attend the meetings of the College Faculty Council.

Clause B. Functions. The College Faculty Council shall be convened each month during the academic year to consider topics of concern to the faculty of the college, make recommendations to the leadership of the college, and carry out tasks as assigned by the dean.

Section 6. College Safety Committee.

Clause A. Membership. The College Safety Committee shall consist of the safety officers (faculty or staff) from each department and the associate or assistant dean (or if unfilled, the dean), who serves as chair. The college's representative to the University Safety and Loss Control Committee also participates as an ex officio member.

Clause B. Functions. The College Safety Committee should meet at least once per semester. The group serves as a conduit of information on safety issues, enabling dissemination of safety concerns or initiatives from the university level, as well as sharing of successful practices between departments. The committee will also review the report of discrepancies from safety inspections and discuss plans for mitigations.

Section 7. Special or ad hoc committees may be appointed by the dean or associate or assistant dean of the college to assist in an advisory capacity normally related to administrative matters.

ARTICLE VII--SPECIAL PROCEDURES.

Section 1. Election Procedures. Elected positions in the college are three: Faculty Senate Representative, Graduate Council Representative, and University Research Council Representative. Elections for these positions will be conducted as necessary by electronic vote and administered through the college office. An audit of election results may be conducted by the University Ombuds office upon request of five members of the college faculty. A nominee must receive a majority of votes cast to be elected. If no candidate receives a majority on the first ballot, a second ballot shall be conducted between the two candidates receiving the greatest numbers of votes. If ties prevent the determination of the two candidates for the second ballot, then the smallest possible number (greater than two) of candidates shall be placed on the second ballot. In this case, it may be that no candidate receives a majority of votes cast on the second ballot, and in this event, a third ballot is chosen using the same rules. If no candidate receives a majority of votes cast after three ballots, a new round of nominations will be sought for a new election.

Section 2. Periodic Review and Recall.

Clause A. Deans. Annual performance reviews of the college dean by the college faculty are administered by the provost [Faculty-Staff Handbook, Section 3320-C].

Clause B. Department Executives. Department executives are to be reviewed at least once every five years in accordance with the Faculty-Staff Handbook, Section 3320-D-4.

Section 3. Departmental Executive Vacancies.

Clause A. Search Committee. The dean, in consultation with the faculty of the department, will appoint a search committee and chair according to the guidelines in Faculty-Staff Handbook 1420 E-4d. The search committee may appoint other representatives as provided for in Faculty-Staff Handbook 1420-E-4e, except that the search committee shall appoint a student to serve on the search committee. The student may be nominated by any voting faculty member, and chosen by a vote of the search committee.

Clause B. Position Description and Type of Search. According to the bylaws of the department, if any, and Faculty-Staff Handbook 1420 E-4h, the voting faculty of the department shall develop a position description. The dean, with advice from the constituent faculty, will determine if the search is internal or external.

ARTICLE VIII--AMENDMENTS.

Amendments to these bylaws must be approved by a two-thirds majority vote in a College Faculty Meeting as described in Article IV. Emergency meetings may not be used to modify these bylaws, and an agenda showing any proposed amendments must be published at least one week prior to a meeting at which they are considered. These Bylaws must conform with the prevailing edition of the university Faculty Staff Handbook as amended.