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**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 board, consisting of the departmental executives, the dean of the college and the associate or assistant dean (if the position is filled), 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, as further described 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, Sections 1, 2, and 3 of the Constitution of the University Faculty.

**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 and departmental meetings.

**Clause C. Assignment of Academic Ranks.** Because voting privileges are determined by academic rank, departmental faculty shall recommend, subject to approval by the dean, the appropriate academic rank to be conferred to new faculty members, temporary or permanent.

**Clause D. One-Person-One-Vote Rule.** Fractional votes shall not be permitted. Neither shall a person cast more than one vote.

**Clause E.** In the case of the election of the graduate faculty representative, voting is further restricted to the college graduate faculty; that is, those college faculty members who are also members of the graduate faculty.

**Section 2. Responsibilities and Privileges.** Members of the college faculty shall be subject to those responsibilities and privileges provided in Article IV of the Constitution of the University Faculty.

**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.** When a representative position is vacated in the Faculty Council, the Graduate Council, or the Research Council, nominations will be solicited from the college faculty in advance of the election and submitted to the Election Committee.

**Clause C.** The college faculty shall elect a representative and an alternate to the Faculty Council as provided by Article V of the Constitution of the University Faculty.

**Clause D.** The college graduate faculty, composed of those college faculty members who are also members of the graduate faculty, shall elect a representative and an alternate to the Graduate Council, as provided in Article V, Section 5, of the Bylaws of the Faculty of the Graduate School. [Faculty-Staff Handbook, Section 1700]

**Clause E.** The college faculty shall elect a representative and an alternate to the Research Council.

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

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

**Clause N. Committee Structure.** The college faculty, through the medium of the college Executive Board, establishes and maintains all college-wide and interdepartmental committees necessary for the immediate governance of the college. This clause does not apply to advisory committees established by the dean, nor to committees made up primarily of administrators.

### **ARTICLE III--COLLEGE EXECUTIVE OFFICERS.**

**Section 1.** Executive officers of the College of Science shall include the dean, the associate or assistant dean (if the position is filled), 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.** If the position is filled, the associate or assistant dean shall serve as acting dean in the absence of the dean of the college. If the associate or assistant dean's position is filled, his or her duties shall be assigned by the dean. If the associate or assistant dean's position is not filled, the dean will assume these responsibilities.

**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. Succession of Authority.** The associate or assistant dean (if the position is filled) serves as acting dean in the dean's absence. The associate or assistant dean or an acting dean shall appoint a successor if he or she will be absent to ensure that the college is not without an officer in charge. The appointment shall be communicated in writing to the provost and to the college's departmental executives, except in the automatic assumption of the responsibility by the associate or assistant dean in the dean's absence. If the associate or assistant dean's position is not filled or if the associate or assistant dean is absent, the dean will appoint a department executive to act as dean in his or her absence. For each department, the departmental executive shall appoint a successor in his or her absence, and communicate same in writing to the college dean's office.

**Section 6.** The associate or assistant dean (or if unfilled, the dean or designate) shall be empowered to act for the college on student petitions concerning university regulations, and may appoint a representative of the college to present such petitions to the Academic Petitions Committee.

#### **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 designate 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. Departmental Meetings.** Departmental meetings shall be held at least once per semester and are expected to conform in general to procedures designated for the college faculty meetings. The departmental executives 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 departmental faculty shall be listed in the agenda.

**Section 3. Quorum.** A quorum shall consist of not less than one-half the voting members of the college, departmental, faculty as defined in Article II, Section 1, of these Bylaws.

**Section 4.** Order of business for regular meetings normally shall be:

- a. Approval of minutes of previous meeting.
- b. Announcements and communications.
- c. Matters requiring immediate attention.
- d. Reports.
- e. Unfinished business.
- f. New business, other than emergencies.

**Section 5.** Robert's Rules of Order, newly revised edition, shall govern all meetings.

**Section 6. 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 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. It shall present all policy recommendations in the form of a seconded motion at formally convened meetings of the departmental faculties for discussion, possible amendment, and vote. The dean shall seek the advice of the college Executive Board in budgetary and other matters that affect the departments.

**Section 2. Membership.** The college Executive Board shall consist of the department executives and the dean of the college and the associate or assistant dean (if the position is filled).

**Section 3.** The dean of the college shall serve as chair of the college Executive Board with voice and vote. The dean's assistant shall serve as the secretary (without voice or vote) of the college Executive Board, and shall record the minutes of each meeting and distribute them to the college faculty.

**Section 4. Quorum.** A quorum shall consist of a majority of the voting 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 Scholarship and Awards Committee and those appointed by the dean for advisory or administrative functions. The college Executive Board shall designate a chair for committees that do not have a defined chair. The chair of the committee shall appoint one of the members

as secretary. 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.** This 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.

**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.** 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.

**Section 4. Election Committee.** This committee is charged with presenting nominations to the college faculty and seeing that elections are held at appropriate times for the elected positions in the college and for executing the balloting for policy changes requiring a vote of the college faculty. The committee is composed of one faculty member from each department, and a faculty member from the college Executive Board, appointed by the dean, who serves as chair.

**Section 5. Tenure and Promotion Committee.** This standing committee makes recommendations to the dean and/or the provost 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 full professors, from each department.

**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. College Criteria for Tenure.** The committee recommends the granting of tenure only to faculty members who demonstrate that they have made and will continue to make significant contributions in their disciplines through their teaching, scholarship (of teaching, discovery, application/integration or artistic creativity), and service and extension [defined in Faculty-Staff Handbook Section 1565] as appropriate and specified in their position descriptions. Such criteria must be compatible with departmental criteria for tenure and the university-wide criteria as specified in Section 3520 of the Faculty-Staff Handbook.

**Clause D. College Criteria Adequate for Promotion.** The committee recommends promotion only for those faculty members whose performance, judged in light of their position descriptions, is compatible with departmental criteria and the university-wide criteria as specified in Section 3560 of the Faculty-Staff Handbook.

**Clause E. Committee Procedure Regarding Tenure.** The committee makes recommendations to the dean on the granting of tenure to those members of the college faculty who are due for consideration, as specified by the Faculty-Staff Handbook. These recommendations are made after considering the departmental vote. All procedures must be in conformity with departmental criteria and the Faculty-Staff Handbook, Section 3520.

**Clause F. Committee Procedure Regarding Promotion.** The committee makes recommendations on the promotion of faculty members who have been considered by their departmental committees, provided the faculty member does not decide to withdraw his/her request for promotion. The committee records its vote on the appropriate university form, and it considers the departmental vote, recorded on that form, before taking its vote. The form will then be forwarded to the dean, along with a letter stating the recommendation and the rationale for the recommendation, in conformity with the Faculty-Staff Handbook, Section 3560.

**Section 6. Curriculum Committee.** This standing committee approves curriculum changes requested by the departments.

**Clause A. Membership.** The committee is composed of the chairs of the curriculum committees of each college department, or a faculty member appointed by the departmental executive if the department does not have a curriculum committee, and the associate or assistant dean (or if unfilled, the dean), who serves as chair. The associate dean (or if unfilled, a member of the committee selected by the dean) shall be the college representative on the University Curriculum Committee.

**Clause B. Functions.** The committee shall approve curriculum changes requested by the departments, taking into account the impact of those changes on other units within the college and outside of the college where the impact is known.

## **ARTICLE VII--SPECIAL PROCEDURES.**

**Section 1. Election Procedures.** Elected positions in the college are three: Faculty Council representative, Graduate Council representative, and University Research Council representative. The Election Committee shall present a list of nominees for each available position to the resident college faculty at least two school days before the election.

**Clause A.** Elections for all positions are held in the Spring semester. The terms of all positions commence with the Fall semester of the election year and are three years.

**Clause B. Alternates.** Should a faculty member not be able to serve in his or her elected position for an extended period due to illness or leave of absence, the elected alternate will take his or her place.

**Clause C. Election.** Election shall be by secret ballot of the faculty with voting privileges (Article II, Section 2, Clause A and B of these Bylaws). A nominee must receive a majority of the votes cast to be elected. If on the first ballot no nominee receives a majority, the candidate receiving the fewest votes is dropped from the ballot and a run-off election of the remaining nominees will be held. The procedure is repeated until two candidates remain to be voted on to serve as representative. If a tie vote is unresolved through five consecutive ballots, new nominations will be solicited by the chair, and the procedure repeated until one nominee receives a majority vote. The Election Committee shall tally and announce all votes. In the event that there is only one nominee for a position, the Election Committee shall ask for an approve/disapprove vote. If a majority of votes is to disapprove the candidate, the Election Committee will seek additional nominations and a new election will be held.

**Clause D. Form of Elections.** The Election Committee may choose to use paper ballots or electronic ballots. Regardless, a mechanism, to be determined by the Election Committee, must be in place to assure that votes are cast solely by voting faculty and that each faculty member casts only one vote.

**Clause E. Absentee Ballots.** In the event that a college faculty member will be away from the campus during the day of the election, an absentee ballot containing his or her choices of nominees for a representative and for an alternate will be permitted, and shall be submitted in a sealed envelope to the Election Committee. Absentee ballots will apply only to the first ballot of an election; they will not apply to run-off elections.

**Clause F. Vacancies.** If the Faculty Council, Graduate Council, or Research Council representative is absent for more than a month but less than four months, the alternate serves in his/her place with full vote. Should the representative be absent from campus for over four months, but less than one year, the secretary of the college Executive Board will notify the faculty council chairman that the alternate has been elected to fill the temporary vacancy. The alternate is replaced with the return of the originally elected representative. However, should the original member be absent for more than one year, or is unable to complete the term of office for any reason, a special election is held to fill the unexpired term.

**Section 2. Procedures for Annual Faculty Evaluation and Salary Adjustments.**  
Procedures shall conform with those in the Faculty-Staff Handbook, Section 3320.

**Section 3. Provision for Faculty Appeal of Grievances.**

**Clause A.** Faculty appeals conform with Sections 3820 and 3840 of the Faculty-Staff Handbook.

#### **Section 4. 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 four years in accordance with the Faculty-Staff Handbook, Section 3320-C.

**Section 5. Evaluation of Departmental Executives.** The dean shall appoint the chair of the committee to evaluate each departmental executive and, with that chair, will appoint a committee to conduct the evaluation as outlined in Faculty-Staff Handbook 1420 E-4b and 1420 E-5b.

#### **Section 6. 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.**

These Bylaws may be amended by a majority of the voting members of the college faculty. These Bylaws must conform with the prevailing edition of the Constitution of the University Faculty as amended. Proposed amendments to the college Bylaws must be published in full with agenda at least one week prior to the vote. The vote will be taken in departmental faculty meetings, conducted by the departmental representative to the Election Committee, and tallied and reported by the Election Committee. No provision of this Article VIII may be suspended.