

Adopted ~~April 27th, 2006 XXX~~  
Faculty Governance for the College of Arts & Sciences  
University of Colorado

## Preamble

The Faculty of the College of Arts and Sciences at the University of Colorado, Boulder, recognizing that faculty governance is imperative, affirms its right and responsibility to participate fully in the governance of the College in consonance with the Laws of the Regents, including all matters of educational policy, academic ethics, faculty appointments, promotion and tenure, budgetary review, the selection of administrators, and other policies concerning the general academic welfare.

In exercising its rights, the Faculty commits itself to:

- an open and meaningful process of cooperative decision-making;
- the encouragement of excellence in learning, research, and teaching;
- service to the University, the academic profession, and the public;
- the pursuit of a policy in which faculty appointment, retention, advancement, and rewards are based on teaching, creativity, scholarly contributions, and community enhancement;
- diversity in the faculty, administration, staff, and student body, with opportunity for all people regardless of race, color, religion, gender, sexual orientation, age, political affiliation, national or class origin, disability, or veteran status.

## Article I. Name

The primary governing unit of the College of Arts & Sciences is the Faculty of Arts & Sciences (FAS). The FAS will normally exercise its authority through its representative body, the Arts & Sciences Council (ASC).

## Article II. The Faculty of Arts and Sciences Membership

The voting members of the FAS are the voting members of primary units in the College of Arts & Sciences. Voting members' refers to those faculty members who have voting rights in their own department or unit according to its bylaws. The primary unit is a department, program, or other academic unit with at least two full-time equivalent rostered faculty members. It is up to each department or unit to define the term "voting rights." Included in the voting membership are the Dean, Associate Deans, and Assistant Deans of the College and any other individuals with administrative contracts who also hold qualified teaching ranks in the College.

Each year (in late spring or during the summer) the ASC will ask each department or unit to provide a list of faculty members with voting rights. Each department or unit will be asked to confirm its list of faculty members with voting rights before any FAS vote.

### Article III. Conduct of Meetings of the Faculty of Arts & Sciences

1. The FAS shall meet at least once per semester in each academic year. The FAS meeting may take place in conjunction with an ASC meeting.
2. The Chair of the ASC must call a special session of the FAS, to be held within ten working days, upon receipt of a petition signed by 5% of the membership. The petition must state the specific item(s) to be considered at the meeting. The Chair of the ASC must also call a meeting of the FAS at the request of the Dean.
3. The Chair of the ASC shall preside over meetings of the FAS, assisted, if applicable, by the Parliamentarian of the ASC. The Chair and, if applicable, the Parliamentarian will prepare the minutes.
4. Representation of over 50% of the academic departments and attendance at a meeting by 10% of the members of the FAS shall constitute a quorum for the conduct of business. Representation of over 60% of the academic departments and participation by 25% of the members of the FAS constitute a quorum for conduct of mail or email balloting.
5. A majority of those present and voting at meetings of the FAS, or a majority of those participating in mail or email balloting, shall be sufficient for adoption of all measures, except as other provisions of these bylaws require a two-thirds majority.
6. At the request of one-third of the members present and voting, a mail ballot or email ballot, to be submitted to all members of the FAS, shall be ordered on any question, before the final vote shall have been taken.
7. The routine business of the FAS will ordinarily be conducted by mail ballot or email ballot.

### Article IV. The Arts & Sciences Council

1. Membership
  - The Arts & Sciences Council is composed of ~~member~~representatives from primary units, elected for three-year terms. The Dean of the College is an ex-officio, non-voting member of the ASC.
  - The normal responsibilities of ASC ~~member~~representatives are to:
    - participate in the work of an ASC standing committee,
    - distribute the agenda and minutes to the faculty they represent, and
    - report back, in a timely fashion, to one's unit or constituency on ASC activities.
2. Purpose
  - The ASC represents the views and interests of the Faculty of Arts & Sciences. Each month during the academic year the ASC meets to initiate and decide matters of policy, make proposals, and set guidelines that may be general or specific. The ASC will report on its activities to the FAS on a regular basis and at least once per semester.
3. Conduct of Council Meetings
  - Normally, the Arts & Sciences Council meets monthly during the regular academic year, at least four times each semester. The final meeting of any semester may be held jointly with the FAS meeting. The Chair of the ASC shall preside over meetings of the FAS, assisted, if applicable, by the Parliamentarian

of the ASC. ~~Representation of Attendance by~~ over 50% of the ASC ~~participating academic departments representatives~~ shall constitute a quorum for the conduct of business.

#### 4. Operation

- The ASC constitutes standing committees to participate in the governance of the College. The Dean will prepare administrative and policy matters for presentation, review, amendment, and approval or disapproval by the ASC. The Dean will regularly report and explain his or her policies and decisions, both general and specific, to the ASC or its appropriate committees for information and action. In this manner budgetary and other final decisions will constitute a collaborative endeavor.

#### 5. Election and Vacancies

- Each primary unit elects one ~~member representative~~ to the ASC. Under-represented groups of faculty in the College of Arts and Sciences may apply to the Arts and Sciences Council for certification as a unit entitled to elect a representative. ~~Member Representatives~~ serve three-year terms. If a ~~member representative~~ goes on leave during the three-year term, the department may elect a temporary replacement, allowing the person to complete the term following the leave; or the department may elect a new representative to begin a new three-year term. A representative may not serve more than two consecutive terms. After a two-year hiatus, a person may serve again. An ASC representative may be replaced for reason of non-attendance or other good cause. Each primary unit is responsible for replacing its own ASC representative if the position falls vacant.

#### 6. Officers

##### 1. Chair

- The Chair acts as the presiding officer of the ASC and its Executive Committee, and is an ex officio member of ~~the all~~ ASC ~~Standing~~ ~~c~~Committees. The Chair will distribute to ASC representatives a one page Executive Summary of discussion and votes taken to all ASC representatives, within 1 week of each ASC meeting. The Chair serves as a non-voting member of the Boulder Faculty Assembly (BFA) and of the BFA Executive Committee.

##### 1. Election

- Each year the Executive Committee will designate an ~~member of the~~ ASC ~~representative~~ to preside over the election of the following year's chair. The presiding officer may not be a candidate. At the next-to-the-last meeting of the ASC, the presiding officer will solicit nominations for the election of the Chair. The election will be held at the final meeting of the academic year. Prior to the vote candidates will present themselves and describe their qualifications to the ~~membership representatives~~. The vote will be held by secret ballot.

##### 2. Term

- The Chair will serve a one-year term commencing with the start of the next academic year following election. The Chair may not serve more than two consecutive terms. In the absence of the Chair, the Executive Committee will designate one of its members to act as presiding officer.

## 2. Parliamentarian

- The Executive Committee ~~will~~may appoint a Parliamentarian ~~who will~~to assist the Chair in presiding over meetings of the ASC and over meetings of the Faculty. The Chair and, if applicable, the Parliamentarian will be assisted by a full-time program assistant (Administrative Assistant III or above). The position should be provided by the Dean and appointed by the Chair of the ASC. The program assistant will take notes during meetings of the ASC and assist in other matters relevant to ASC and ASC Committee business.

## 7. Minutes

- The Chair (or Parliamentarian) will draft the minutes of ASC meetings. Under normal circumstances, the program assistant will distribute drafts of meeting minutes electronically to ASC representatives as soon as possible and no later than two weeks after a meeting. Representatives will be asked to vote 'yes' (to approve) or 'no' (and provide corrections or other changes) or 'abstain' within the next five working days. Representatives who do not vote within the five-day voting period are presumed to have voted to 'approve.' Unless there are substantive changes or questions, the final version of the minutes will be distributed to representatives and posted online by the program assistant as expeditiously as possible before the next meeting, at which point representatives will be asked to distribute the final version to their primary unit/department. If there are substantive changes or questions, minutes will not be approved until the next meeting of the ASC. Any representative may request that approval of the minutes of any given meeting be delayed until the next ASC meeting. The program assistant will prepare and distribute the minutes one week before the next meeting

## Article V. Committees of the Arts & Sciences Council

The ASC has a variety of working committees. The Standing Committees of the ASC include the Budget, Curriculum, Community and Diversity, Grievance, Online Education and Information Technology, Personnel, and Planning Committees. In addition, the ASC has an Executive Committee and may appoint ad hoc committees.

~~The Committee on Academic Ethics, the Appeals Committee on Academic Rules and Policies (ACARP), and Honors are Student Affairs Committees, to which the ASC appoints liaison members.~~

The committees of the ASC are intended to be working committees participating in the administration of the College. Each committee establishes and publishes its rules of procedure.

These committees will be supplied in a timely manner with information and proposals from faculty and administration before these proposals are put into effect. The administration will provide adequate staff support for committee activities.

The standing committees may invite members of the administration as non-voting members to consult on specific issues. The standing committees may nominate non-ASC faculty to serve as voting members of their committees. Nominations will be approved by and the terms of service will be determined by the Executive Committee.

The standing committees shall report at least annually to the full ASC.

- Membership
  - Members of the Budget, Curriculum, Diversity, Grievance, Personnel and Planning committees come from the ASC and from non-ASC faculty, nominated by the standing committee and approved by the Executive Committee. No person can serve on more than one ASC standing committee, except the ASC Chair who serves ex officio on all standing committees. Under normal circumstances, each standing committee roster shall include at least 4 ASC members, and all committees may have as many more members drawn from non-ASC faculty in the College as needed to maintain the efficient functioning of those committees. Personnel Committee members will normally hold the rank of Professor.
- Appointments of ASC Committee Members
  - The Executive Committee appoints members and fills vacancies to all ASC committees, unless otherwise specified in these bylaws. When making appointments, the Executive Committee is charged with taking into account the committee preference of the ASC representative, the University's commitment to diversity, and appropriate representation of departments, academic divisions, and academic ranks. This committee also approves the nominations from the standing committees of non-ASC faculty to a standing committee.
- Terms of Office
  - Unless otherwise indicated, committee members serve three-year overlapping terms. Terms of service may not exceed 3 years, renewable once. After a two-year hiatus, a person may serve again.
- Standing Committee Chairs
  - Standing Committee Chairs must be ASC representatives. Committee chairs will serve a term of one year, and can be re-elected. ~~Normally~~Whenever possible, committee elections take place in March or April each year. Terms begin at the start of the next academic year, synchronous with the term of the ASC Chair. The Chairs of the Budget and Personnel Committees are appointed by the Dean in consultation with the ASC Chair. The chairs of the ~~Curriculum, Diversity, Grievance, and Planning committees~~other Standing Committees are elected by the voting members of the committee.
- Standing Committees of the ASC
  1. Budget Committee

- This committee acts jointly with the Dean to review and approve the College budget. When necessary it provides additional advice to the Dean on other budgetary matters.
- 2. Curriculum Committee
  - This committee ~~considers~~ votes on and makes recommendations to the FAS, the ASC, and the Dean on curricular matters in the College.
- 3. Committee on Academic Community and Diversity
  - This committee identifies, prioritizes and addresses issues of academic community and climate for faculty, staff and students, and advocates diversity at all levels and in all activities of the College. The committee may solicit requests and in some cases proposals from A&S units. It makes recommendations to the Dean and administration about implementation of diversity programs in the College. The committee will maintain and update a Diversity Plan for the College.
- 4. Grievance Committee
  - This committee makes recommendations to the A&S Dean about career salary grievances; and about salary and non-salary grievances ~~such as those~~ stemming from annual merit evaluations.
- 5. Online Education and Information Technology Committee
  - This committee represents the views and the interests of the FAS in all A&S and Campus matters pertaining to online education and information technology. It works in concert with the Curriculum Committee to craft A&S policies regarding online education.
- 5.6. Personnel Committee
  - This committee ~~acts jointly with~~ advises the Dean on matters of re-appointment, tenure, promotion, and evaluation of the Faculty, and awarding of honorific titles such as the College of Arts & Sciences Professor of Distinction. This committee is also habilitated to consider appeals filed with the dean in cases of non-reappointment recommendations for instructor rank faculty.
- 6.7. Planning Committee
  - This committee advises the Dean on aspects of planning for the College, including its departments and constituent programs. ~~A committee member attends all Information Technology Council meetings and Boulder Campus Planning Committee meetings to be in touch with campus planning that may impact the College.~~
- 7.8. Executive Committee
  - The Executive Committee consists of the chairs of the ~~six~~ seven standing committees (Budget, Curriculum, Community and Diversity, Grievance, Online Education and Information Technology, Personnel, and Planning) and the Chair of the ASC, who also chairs the committee. This committee sets the agenda for meetings of the ASC. The agenda must be distributed to each member of the ASC in advance of the ASC meeting. The Executive Committee may propose policies to the ASC for approval that will guide the activities of the College and be implemented by the administration. The Executive Committee will maintain ongoing communication with the Dean



and the ASC committees. It is further charged with overseeing elections to the ASC each year and may form ad hoc subcommittees to assist in its various responsibilities.

- Ad Hoc Committees of the ASC
  - The Executive Committee may propose the formation of ad hoc committees of the ASC tasked with analyzing and/or making recommendations about important issues facing the College of Arts and Sciences and its faculty. The creation of such committees must be approved by a vote of the ASC. The Executive Committee nominates and appoints the chair(s) of such committees and approves their charge and membership. The Chair of the ASC is an ex officio member of all ad hoc committees. Each ad hoc committee roster shall include at least 3 ASC representatives and may have as many more members drawn from non-ASC faculty in the College as needed to maintain the efficient functioning of those committees. Under special circumstances, faculty from outside the College may serve on ad hoc committees. It is preferable that ad hoc committee chairs be ASC representatives. Ad hoc committee chairs who are not ASC representatives automatically become non-voting ex officio members of the ASC for the duration of their ad hoc committee's existence.
  - Ad hoc committee are constituted for six-months or one-year periods. The Executive Committee may renew them once. Further extensions must be approved by the ASC.
  - Every ten years, the ASC will consider whether to appoint an ad hoc committee tasked with determining whether changes should be made to the core curriculum and a core revision committee appointed by the Executive Committee.

## **Article VI. Student Affairs Committees**

The ASC may appoint liaisons to the following appointed committees deal with student affairs committees. They and report to the Arts & Sciences Council at least once per year as needed.

1. Academic-Campus Ethics Committee (CEC)
  - The CEC is the oversight and consultative body on the by-laws of the Honor Code and its operation; it does not hear individual honor code violation cases. The ASC appoints one faculty member of the will select one member to serve as the College of Arts & Sciences representative to to the Campus Ethics Committee in accordance with Section G of the Honor Code Constitution. The CEC does not hear individual honor code violation cases, but is the oversight and consultative body on the by-laws of the Honor Code and its operation.
2. Appeals Committee on Academic Rules and Policies (ACARP)
  - This committee acts on student appeals of academic rules and policies. The Chair of the Arts & Sciences Council will help the Dean identify two current The voting membership will be drawn from current and retired A&S faculty, with at least two members being ASC representatives, with special emphasis on recruiting faculty who serve departments as Associate Chairs or Undergraduate Directors. A

~~minimum of 3 faculty are required in order for cases to be reviewed. The committee can include non-voting members from outside the faculty (e.g., Wardenburg, or disability services) as necessary to provide perspective and expertise on issues outside the expertise of the faculty such as medical, psychological and disability issues.~~

3. ~~Honors Council~~

~~This committee is concerned with granting honors to graduates, and is to continue to function under 1995 membership and rules, having one representative elected from each primary unit.~~

## **Article VII. Parliamentary Procedures**

In all matters not specified in these bylaws, FAS and the ASC will be governed by the latest edition of Robert's Rules of Order, Newly Revised.

## **Article VIII. Amendments to the Bylaws**

1. Proposals for Amendments to the bylaws must be sent to the members of the FAS at least ten calendar days prior to the date on which action is to be taken upon them.
2. Amendments to the bylaws require a two-thirds majority of the FAS, voting in assembly or by mail or email ballot.