

BY LAWS OF THE FACULTY COUNCIL  
OF THE COLLEGE OF ARTS AND SCIENCES

Article I: NAME

The representative body for faculty of the College of Arts and Sciences shall be called the Faculty Council of the College of Arts and Sciences.

Article II: PURPOSE

Section A

The Council shall serve as an advisory body to the Dean and as a means by which the views of the faculty of the College of Arts and Sciences may be determined and communicated to the administration of the College, Faculty Senate, and the University. It shall serve as an agency through which the faculty may participate in the formulation of College policy.

Section B

The faculty of the College through this Council and its committees has responsibility for representing the faculty of the College and making recommendations on various issues. Examples may include undergraduate curricula; non-curricular academic issues; and budget and resource policies and procedures. Formal debate by the Council on one of these issues does not normally take place in the Council until the appropriate committee has studied the issue and a committee proposal is brought to the Council.

Section C

Faculty Council recommendations, with the exception of amendments to these Bylaws, will have legislative effect after approval by the Dean and, when appropriate, the confirmation by the Provost. If the Dean is not in agreement with a recommendation of the Faculty Council, the Dean shall consult with the Executive Committee of the Faculty Council before making a final decision. Amendments to the Bylaws require ratification by the faculty of the College (as stated in Article X) before being sent to the Dean and Provost, for their approval.

Article III: MEMBERSHIP

Section A

The regular voting members of the Faculty Council shall consist of the following:

- one elected regular full-time faculty member, who is not a chair, from each academic department
- seven Chairs, three from the division of humanities and two each from the divisions of social sciences and natural sciences
- three Program Directors

- three additional regular full-time faculty, who are elected at large to serve as President, Vice-President, and Secretary
- the Chairpersons of the standing committees (who may also be, but are not required to be, any of the preceding Council members).

*Ex officio* nonvoting members shall be:

- the Dean of the College of Arts and Sciences,
- the Associate and Assistant Deans,
- the Chair of the College Committee on Rank, Tenure, and Sabbaticals,
- the College representatives to the Faculty Senate.

In the last two cases they will serve as *ex officio* members if they are not already elected members of the Council.

#### Section B

The Council shall have three Officers: a President, a Vice-President who is President-Elect, and a Secretary, who shall serve terms of one year beginning July 1. The Officers shall be elected annually by a secret ballot coordinated by the Nominations Committee. All regular full-time faculty are eligible to vote for the Officers. The term for the Officers is one year, but the person serving as Vice-President will serve as President the following year.

#### Section C

Departmental representatives on the Faculty Council shall be elected by their respective departmental faculties, and the term of office shall be two years. The representatives may not be Chairs, but all regular full-time faculty, including Chairs, of the College of Arts and Sciences are eligible to vote in their departmental election of representatives to the Faculty Council. The election in each department will be by secret ballot and will be completed by April 1 for terms that begin the following academic year. Departmental representatives may succeed themselves; however, they may serve no more than four consecutive years (two consecutive terms).

#### Section D

The representatives of the divisional Chairs and Program Directors will be elected by secret ballot before 1 April for terms that begin the following academic year. All Chairs in each division and all Directors are eligible to vote for their respective representatives. The term for representatives of the Chairs and Directors is two years; Chairs and Directors may serve consecutive terms as Chair or Director representative. All terms begin at the beginning of the fall semester.

### Article IV: DUTIES OF OFFICERS

#### Section A

The President of the Faculty Council presides at the meetings of the Council, chairs the Executive Committee of the Council, coordinates the work of the committees, prepares the agenda for Council meetings, and reports on the actions of the Council at meetings of the Faculty Assembly. The President also represents the Council on University bodies, such as the President's Advisory Council, as requested. The President (or her/his substitute) should also attend meetings of the faculty senate whenever practicable.

#### Section B

The Vice-President presides at meetings of the Faculty Council and Executive Committee in the absence of the President and performs other duties of the president (such as attending the Senate) when the president is unable to do so, or as delegated to the Vice President through mutual agreement. The Vice President chairs the Nominating Committee, and in this role oversees elections.

#### Section C

The Secretary is responsible for taking minutes at meetings of the Faculty Council and the Executive Committee, - distributing the agenda and minutes, receiving issues from the faculty to be brought before the Executive Committee, maintaining accurate records of the Council, and facilitating the posting, with assistance from the Dean's office, of all council and committee reports and minutes on the Faculty Council website.

### Article V: MEETINGS

#### Section A

The Faculty Council shall normally meet once a month during the academic year to handle administrative business, hear reports, and deliberate on policy recommendations.

#### Section B

Special meetings may be called when requested by two out of the three Officers of the Council, requested by the Dean, or called by a written petition to the President signed by one-third of the regular voting members of the Faculty Council.

#### Section C

All meetings of the Council are open. Following the formal agenda, each meeting will provide for a limited period of questions from the Council members and guests.

#### Section D

College representatives on the Faculty Senate will regularly attend Council meetings as ex officio members to provide input as to activities of the Senate and carry business to the Senate from the Council. Issues of concern to the College which are being discussed in the Senate should be brought to the Executive Committee by the College representatives as

quickly as possible to determine whether they deserve Council attention.

#### Section E

The agenda for each Faculty Council meeting is determined by the Executive Committee as described below and should be made available to all faculty in the college, as hardcopy or electronic versions, at least two days prior to the meeting.

#### Section F

A quorum shall consist of a simple majority plus one of the regular voting members.

#### Section G

The President of the Faculty Council shall conduct its meetings. If deemed necessary by the Executive Committee, the President shall, acting on the advice of the Council, appoint a parliamentarian. Meetings shall be conducted according to Robert's Rules of Order Newly Revised.

### Article VI: COMMITTEES

#### Section A: Executive Committee

The membership of the Executive Committee will be the President of the Faculty Council who shall chair the Executive Committee, the Dean who is an ex officio non-voting member, the Vice-President and Secretary of the Faculty Council, the Chairpersons of the standing committees, and the Chair of the Rank, Tenure and Sabbatical Committee who is an ex officio non-voting member.

The Executive Committee will serve as the coordinating body for the Faculty Council and its committees. Any member of the university community wishing to address an issue to the Faculty Council shall communicate the issue to the Executive Committee through its Secretary. The Executive Committee will decide whether the issue should be referred to a Council committee for a recommendation, placed immediately on the Council agenda, or dealt with in some other manner. The Executive Committee sets the agenda for Faculty Council meetings. A simple majority vote of the Executive Committee is sufficient to place an item on the agenda. Items may also be placed on the agenda by a majority vote of the Council.

#### Section B: Standing Committees

Standing committees have six faculty members (two from each of the three divisions), a Chair, and an ex officio member of the Dean's Office (the Dean or his or her representative). The Technology Committee also has two staff members that are non-voting members of the Faculty Council. Staff on committees serve two-year terms. The committees on Undergraduate Curriculum, Core Curriculum, Academic Affairs, Core Assessment, and Technology have one student member each appointed to a one-year term by the Academic Vice-President of the Student Government Association. The Board of Graduate Education

has one graduate student member appointed or elected to a one-year term by the Graduate Student Association.

For each committee except the Nominations Committee, the Chair for the following academic year shall be selected by the committee. Each committee may determine its own procedures for selecting a chair from among its members, provided that the chair is elected for a one-year term, that any current member of the committee (including the current Chair) may be elected, and that no person may serve more than two consecutive years as Chair of the same standing committee. In the event that a committee is unable to determine a Chair from within its members, the Nominations Committee shall determine a process for selection of Chair, subject to the approval of the Faculty Council (or of the Executive Committee acting in its stead).

Faculty committee members (except the chair) serve staggered two-year terms, so that each of the three divisions has an “even year” (e.g. 2014-16) and an “odd year” (e.g. 2015-17) representative; replacements of committee members who cannot complete their term should be timed to preserve this staggered structure (e.g. if a member elected to serve 2014-16 (even years) must leave after one year, the replacement should be only for the second year (15-16), with a new election occurring for the next “even” slot (16-18)).

Standing committees shall meet at least two times each semester and shall report to the Faculty Council at least once a semester. Recommendations of the standing committees are brought to the Faculty Council in the form of a motion so that the proposal can be fully discussed and acted upon by the Council.

Except where noted below, all of the recommendations of Council committees must go to the Faculty Council for approval.

#### *Undergraduate Curriculum Committee*

The Undergraduate Curriculum Committee shall consider proposals for additions, alterations, or deletions in the undergraduate academic courses, programs, and graduation requirements of the College, and shall be the primary vehicle within the College for undergraduate curricula coordination and review.

#### *Core Curriculum Committee*

The charge of the Core Curriculum Committee is 1) to sustain and ensure an effective core curriculum that reflects the mission of Saint Louis University and supports a liberal arts and sciences education consistent with the Jesuit tradition of educating the whole person; 2) to provide a forum for continuing discussion, enrichment, and renewal of the core curriculum; 3) to weigh the suitability of courses being proposed for inclusion in the core curriculum; 4) to undertake periodic reviews of the courses comprising the core the better to monitor the efficacy of the core curriculum; and 5) to evaluate proposals seeking to modify the core curriculum.

#### *Academic Affairs Committee*

The Academic Affairs Committee shall consider proposals on all academic issues other than curriculum and the core curriculum. Possible examples are admission requirements, technology and the curriculum, faculty development, academic awards for faculty and students, the annual review policy and procedure, the academic honesty policy, and the attendance policy.

#### *Academic Honesty Committee*

No regular reports from this Committee are required to be made to the Faculty Council. If this Committee believes a modification of the College policy or procedure regarding Academic Honesty is necessary, this recommendation is made to the Faculty Council.

The Academic Honesty Committee shall ensure that students and faculty understand their rights and responsibilities regarding academic honesty as outlined within the College's Policy on Academic Honesty; disseminate information on ways to promote academic honesty; review and propose revisions to the Policy on Academic Honesty; maintain confidentiality of matters before the Committee; and when called upon to resolve a case of alleged academic dishonesty, conduct a prompt, thorough, and confidential investigation, adjudicate fairly and impartially, and prescribe appropriate sanctions when necessary.

#### *Core Assessment Committee*

The Core Assessment Committee is charged with staying apprised of assessment requirements as they relate to the A&S undergraduate core curriculum and working with the Office of the Vice President for Academic Affairs, and the Associate Dean for assessment. This committee is also responsible for developing effective college-level assessment procedures and supporting the sharing of best practices across courses and programs for the Arts and Sciences undergraduate core curriculum. In the course of assessing the A&S undergraduate core curriculum this committee may make recommendations to the Faculty Council about changes in the Core Curriculum requirements or in courses that presently satisfy core requirements.

#### *Technology Committee*

The Technology Committee is charged with assessing college technological needs. The committee also reviews services provided by ITS and the college and makes recommendations to assure high-quality technology for both the teaching and research missions of the college.

#### *Board of Graduate Education*

The Board of Graduate Education is generally concerned with the development, improvement and quality control of graduate education initiated in the departments and programs of the College of Arts and Sciences. More specifically, the Board reviews and approves proposals for curricular changes, new courses and new programs; reviews and establishes administrative procedures and college-wide academic standards for admissions and for degree, thesis and dissertation requirements of the graduate programs; and advises

the Deans on any issues they may bring to the Board. The Board of Graduate Education also adjudicates appeals by graduate students to overturn the academic decisions of individual faculty members and department chairs. The Chair and members of the Board must have Graduate Faculty status. The Dean and Associate Dean for Graduate Education are non-voting ex-officio members of the Committee. There is one Graduate Student Member elected or appointed by the Graduate Student Association.

#### Section C: Nominations Committee

The Nominations Committee shall consist of three faculty members, one from each division, and the Vice President of the Faculty Council who will also serve as Chairperson of the committee. Members of the Nominations Committee shall serve for terms of one year. The Nominations Committee shall make nominations and conduct elections for the Officers of the Faculty Council, standing committees of the Faculty Council, the College Committee on Rank, Tenure, and Sabbaticals, the College's representatives to the University Faculty Senate, the Arts and Sciences' representative to the University Committee on Academic Rank and Tenure, the Arts and Sciences' representative to the Undergraduate Academic Affairs Committee (UACCA), the Arts and Sciences' representatives to the Graduate Academic Affairs Committee (GAAC), and for any other purpose authorized by the Faculty Council.

#### Section D: Rank, Tenure, and Sabbatical Committee

The College Committee on Rank, Tenure, and Sabbaticals (RTS) is composed of six faculty members with the rank of tenured full professor, two from each of the divisions. Each spring, the existing Committee on RTS elects one of their current members to chair the committee during the next academic year. The Chair of the Committee is an ex officio non-voting member of the Faculty Council and the Executive Committee. When necessary, the RTS committee reviews college and departmental policies and procedures relative to rank, tenure, and sabbaticals. In matters relative to these policies and procedures, the committee makes recommendations to the Faculty Council. The committee does not report to the Faculty Council on its recommendations relative to rank, tenure, and sabbaticals. The Dean does not attend meetings of the RTS Committee at which rank and tenure cases are evaluated. The Dean, however, may attend the meetings of the committee during its review of sabbatical applications.

It is customary for the College representative to the University Committee on Academic Rank and Tenure (UCART) to attend all meetings of the College Rank and Tenure Committee. The representative does not have a vote on the College committee.

#### Section E: Ad Hoc Committees

The Faculty Council shall be empowered to create ad hoc committees as it deems necessary. Membership of ad hoc committees may be by appointment by the President, the Executive Committee, or by ballot. The President will give ad hoc committees a clear charge and will appoint their Chairperson. Ad hoc committees are expected to provide

progress reports at Faculty Council meetings and a final report of their efforts at the penultimate meeting of the academic year to both the Executive Committee and Faculty Council bodies.

#### Article VII: DIVISIONS

For the purpose of elections and distribution of representatives, the faculty of the College of Arts and Sciences shall be divided into three groups known as the Humanities, the Natural Sciences, and the Social Sciences. This division is made only for this purpose and does not represent a final determination on how departments or programs should be classified. The divisions are as follows:

##### Humanities:

- American Studies
- English
- Fine and Performing Arts
- History
- Languages, Literatures and Cultures
- Philosophy
- Theology

##### Natural Sciences:

- Biology
- Chemistry
- Earth and Atmospheric Sciences
- Mathematics and Statistics
- Computer Science
- Physics

##### Social Sciences:

- Communication
- Political Science
- Psychology
- Sociology and Anthropology
- Women's and Gender Studies

#### Article VIII: ELECTIONS

Except where noted below, elections shall be conducted by the Nominations Committee, which shall establish its own procedures subject to the following: (1) nominations should be solicited at-large; (2) ordinarily at least two faculty members shall be nominated for each



position to be filled; (3) ballots should be distributed so that those eligible to vote receive them at least one week prior to the deadline for their return to the committee; and (4) the committee should insure that elections are completed by the end of April, and should follow the guidelines for electing members of committees found above (VI.B).

The results of all elections are determined by a plurality of those voting. Elections may occur using paper or electronic ballots, as determined by the Nominations Committee, and will be facilitated with the aid of the Dean's office.

All persons whose names appear on a ballot must provide written agreement (hard copy or email confirmation) to the Nominations committee that they will serve in the nominated capacity for which they are being considered.

If an elected Council Member, Officer, committee member, or committee Chairperson is unable to fulfill his or her responsibilities to the Council for all or part of a term, the Nominations Committee shall determine the process of replacement for that period subject to the approval of the Faculty Council.

There are four types of elections relevant to the Faculty Council:

- 1) Departments elect their representatives to the council.
- 2) Chairs and Directors elect their representatives to the council.
- 3) Standing Committees elect their chairs.
- 4) The Faculty of the College elect the council's officers, the college's faculty senators, and the new members of the standing committees, the nominations committee, and the College's Rank Tenure and Sabbatical Committee; the Faculty also selects the College's representatives to UAAC, GAAC, and UCART.

Requirements for each are as follows.

### Section 1: Election of Departmental Representatives

Each department elects its own representative to the Faculty Council, subject to the following:

- There is one representative per department.
- The Department Chair is ineligible to serve.
- Representatives are elected by secret ballot.
- All regular full-time faculty of the department (including the chair) may vote.
- Each representative serves a two-year term.
- One person may be representative for no more than two consecutive full terms.

- Replacement representatives serve only until the end of the term of the person being replaced; after that they may consecutively serve two additional full terms.

Departmental elections are not conducted by the nominations committee, but each department chair should report the results of the departmental election to the Vice President of Council as soon as possible.

## Section 2: Election of Chairs and Directors Representatives

There are ten representatives of Chairs and Directors to the Council, as follows:

Natural Sciences Representative (Even Years)  
Natural Sciences Representative (Odd Years)

Social Sciences Representative (Even Years)  
Social Sciences Representative (Odd Years)

Humanities Representative (Odd Years) #1  
Humanities Representative (Odd Years) #2  
Humanities Representative (Even Years)

Program Director Representative (Even Years) #1  
Program Director Representative (Even Years) #2  
Program Director Representative (Odd Years)

With the aid of the Dean's office, the Nominations Committee will conduct four mini-elections for chairs and directors according to the following:

- Representatives are elected within each division (with program directors constituting a division for this purpose). E.g., All and only Natural Sciences chairs are eligible to vote for a natural sciences representative, who must also be chair of a natural sciences department.
- Each representative serves a two-year term.
- One person may serve no more than two consecutive full terms.
- Replacement representatives serve only until the end of the term of the person being replaced; after that they may consecutively serve two additional full terms.

## Section 3: Standing Committees

Each spring, standing committees elect their chairs for the following year, and afterward the Nominating Committee facilitates election of new committee members.

A. With respect to elections of chairs by committees, the following rules apply:

- Standing committees shall select their Chairpersons from within their current faculty membership (inclusive of the current Chairperson).
- The Chair will serve a one-year term.
- No person may serve more than two consecutive terms as chair of one committee.
- Chairs for the following year are elected by the end of March.
- Replacement chairs serve only until the end of the term of the person being replaced, and may then go on to serve two full consecutive terms.

B. With respect to the College's election of new standing committee members, the following rules apply:

- Besides chairs and administrators, there are six faculty members per standing committee (except the Nominations Committee)—two from each division, normally serving staggered two-year terms, as follows:

Natural Sciences Representative (Odd Years)

Natural Sciences Representative (Even Years)

Social Sciences Representative (Odd Years)

Social Sciences Representative (Even Years)

Humanities Representative (Odd Years)

Humanities Representative (Even Years)

- If the newly selected Chairperson of the committee, at the time of selection, is a faculty member of the committee in the first year of the member's two-year term, then that member's remaining term portion shall be filled by election along with the election of three members to two-year terms.
- Any regular full-time College faculty member is eligible to stand for election to a committee, and to vote in elections for new committee members.
- One person may serve no more than two consecutive full terms on the same committee.
- Replacement representatives serve only until the end of the term of the person being replaced; after that they may serve two full consecutive terms.

#### Section Four: All other Elections

The Nominations Committee shall conduct all other elections according to the following rules:

A. President, Vice-President, Secretary:

- All regular full-time faculty are eligible to vote for the officers.
- All regular full-time faculty except department chairs are eligible to serve as officers.
- The Vice-President becomes President for the following year.
- The office of Vice President is a two year commitment, second year to be served as President.
- The Secretary serves a one-year term and may stand for reelection.

B. Nominations Committee:

- The committee consists of three faculty members, chaired by the Council Vice President.
- All regular full-time faculty members are eligible to serve and to vote.

C. Rank, Tenure, and Sabbatical Committee:

- The committee consists of six tenured full professors, two from each division.
- The committee chair is elected by and from the existing committee in the Spring to serve during the next academic year.
- The chair is an ex officio nonvoting member of the Faculty Council and the Executive Committee.

D. Faculty Senators:

- The Bylaws of the Faculty Senate are applicable.
- Currently, the College has ten senators serving staggered three-year terms.

E. University Committee on Academic Rank and Tenure (UCART)

- The College elects one representative to UCART for a three-year term.

F. Undergraduate Academic Affairs Committee (UAAC)

- The Bylaws of the UAAC are applicable.
- The College elects one representative to UAAC for a three-year term.

G. Graduate Academic Affairs Committee (GAAC)

- The Bylaws of the GAAC are applicable.
- The College elects one representative from each division.
- Representatives must have graduate faculty status.
- Representatives serve staggered three-year terms.
- No representative may serve more than two consecutive terms without special approval from GAAC.

Article IX: MINUTES

Official minutes shall be kept and copies distributed electronically or in hard copy to all

members of the Faculty Council, all other full-time ranked faculty in the College of Arts and Sciences, the University President, Vice President for Academic Affairs, and such others as the Dean of the College of Arts and Sciences may from time to time designate. The minutes should include summaries of all committee reports. Minutes from Faculty Council meetings and all committee meetings are to be posted on the Faculty Council website, with assistance from the Dean's office.

## Article X: AMENDMENTS

### *Section A*

*Proposed* amendments to these procedures of the Faculty Council of the College of Arts and Sciences should be submitted to the Executive Committee in writing and in the exact form for consideration at least 30 days prior to the next regularly scheduled meeting of the Faculty Council, at which time all proposed amendments received since the previous meeting are to be considered. A statement of the proposed amendment(s) will be mailed to members of the Faculty Council at least two weeks before the next regularly scheduled meeting (after the one in which the changes were originally considered). If a proposed amendment is to be considered at a special meeting, the statement of the proposed amendment must be distributed at least two weeks prior to such a meeting. If the amendment receives the approval of the Faculty Council it will be sent to the faculty for ratification.

### *Section B*

Amendments will be ratified by a simple majority vote of all full-time ranked faculty of the College of Arts and Sciences who cast votes. Voting will be by secret ballot coordinated through the Office of the Dean. Such amendments become effective as of the following academic year.

## Article XI. VOTING AND SURVEYS

Votes for elections, amendments to bylaws, and any other faculty council business, and surveys conducted by the faculty council, may be administered through paper copy or electronic ballots through the Office of the Dean.

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