



CHARTER OF ORGANIZATION OF
THE FACULTY OF THE COLLEGE
OF ARTS AND SCIENCES OF
OKLAHOMA STATE UNIVERSITY
AND
BYLAWS OF THE ARTS AND
SCIENCES FACULTY COUNCIL

Updated and Presented to the Arts and Sciences Faculty
Council May 2023

Table of Contents

Charter of Organization of the Faculty of the College of Arts and Sciences of Oklahoma State University.....	2
Preamble.....	2
Article I: The CAS Faculty	2
Article II: The Arts and Sciences Faculty Council	4
Article III: Election Procedure	6
Article IV: Amendments	7
Article V: Ratification and Implementation.....	7
Bylaws of the Arts and Sciences Faculty Council	8
Article I: The Dean of the College	8
Article II: Elected Officers of the ASFC.....	8
Article III: Members of the ASFC	10
Article IV: Meetings.....	10
Article V: Agenda	11
Article VI: Procedure	12
Article VII: College Management.....	12
Article VIII: Amendment of Bylaws.....	13
Article IX: Committees	13

Charter of Organization of the Faculty of the College of Arts and Sciences of Oklahoma State University^{1,2,3,4,5}

Preamble

The basic functions of a university are to advance, evaluate, preserve, and transmit knowledge and to foster creative capabilities. These functions are performed by a community of faculty, students, and administrators who are free to exercise independent judgment in fulfilling their educational responsibilities. The government of a university should be designed to allow this community to select and carry out its responsibilities with maximum effectiveness and integrity.

The Faculty, which is entrusted with the primary tasks for which educational institutions are organized — defined at Oklahoma State University as teaching, research, and outreach — is recognized as an essential participant in formulating and recommending college policies. This Charter of Organization of the Faculty of the College of Arts and Sciences is therefore adopted in order to promote the effectiveness of the College in the discharge of its responsibilities, and particularly to provide the most effective means for utilizing the competencies of the members of the Faculty for formulating, recommending, and executing the educational policies, procedures, and long-range plans of the College.

Article I: The CAS Faculty

A. Composition

1. The CAS Faculty is comprised of all full-time members of the tenure-track faculty and the career-track faculty.
 - a. The tenure-track faculty includes all faculty members with the academic ranks of Assistant Professor, Associate Professor and Professor. Tenure-track faculty members are entitled to vote on all items brought before the CAS Faculty in elections.
 - b. The career-track faculty includes all faculty members with renewable appointments not eligible for tenure, as identified in the Personnel Procedures of the College of Arts and Sciences. Career-track faculty members are entitled to vote on items brought before the CAS Faculty excluding those items

¹ Adopted 16 June 1995.

² Amended by addition of Article II.A.4, 2 April 1997.

³ Amended by changes in Preamble, Articles I.D.1.a, II.C.3, and II.D.1, and deletion in parts of Articles II.E.5, III.B.2.b.i, and III.B.2.b.ii, 1 April 2009.

⁴ Amended by changes in Articles II.F, III.A.1, III.B.2.a, and minor wording changes throughout, 1 May 2013.

⁵ Amended by changes to Articles I.A.1, II.A.1, II.A.2, and III.A.1, clarifications in Article III.B.2.b, deletion of Article II.A.5, correction in Article II.E.7, and wording changes throughout, 10 April 2023.

pertaining to the appraisal of tenure-track faculty, to reappointment, promotion, or tenure of tenure-track faculty, or to sabbatical leave or cumulative review of tenured faculty. Included among the career-track ranks are:

- i. Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor
 - ii. Instructor of Professional Practice, Assistant Professor of Professional Practice, Associate Professor of Professional Practice, Professor of Professional Practice
 - iii. Teaching Instructor, Teaching Assistant Professor, Teaching Associate Professor, Teaching Professor
2. Complete current records of membership in the CAS Faculty, indicating the appointment type, home department, tenure status, and voting privileges of each member of the CAS Faculty, shall be made available to the Secretary of the CAS Faculty (see I.E) by the office of the CAS Dean.

B. Organization

1. The CAS Faculty shall adopt such Bylaws as it considers necessary to perform its functions.

C. General Meetings

1. The CAS Faculty shall meet in October of each year and at other times upon call of the Dean, the Arts and Sciences Faculty Council, or by petition of thirty (30) members of the CAS Faculty.
2. A quorum shall consist of sixty (60) voting members of the CAS Faculty.
3. Individual notices of general meetings of the CAS Faculty shall be sent by the Secretary of the CAS Faculty at least one week in advance of the meeting.

D. Functions and Responsibilities of the CAS Faculty

1. The CAS Faculty is directly concerned with the welfare of the academic community and shall therefore participate in formulating and recommending policies in matters affecting the welfare of the College, such as the following:
 - a. Educational policies and procedures relating to admissions, courses, curricula, academic standards, schedules, the academic calendar, degrees, undergraduate and graduate programs of instruction, the University Library, research, outreach and education procedures and innovation.
 - b. Policies and procedures related to student affairs and auxiliary services, including student regulations and discipline, academic freedom, extra-curricular activities, intercollegiate athletics, advisement, counseling, health and welfare, and safety and security.
 - c. Policies and procedures directly affecting members of the faculty, sabbatical leave, academic freedom, salaries, fringe benefits, promotions, tenure, retirement and other factors affecting faculty morale.
 - d. Long-range planning involving the goals, development, and growth of the

College, including educational, innovative, and building programs, and allocation of resources.

2. The CAS Faculty shall consider matters referred to it by the Dean, the University Faculty Council, the Arts and Sciences Faculty Council and members of the CAS Faculty.
3. The CAS Faculty shall fulfill its duties through the Arts and Sciences Faculty Council and, when appropriate, through ad hoc committees from the CAS Faculty.
4. The CAS Faculty shall delegate to the Arts and Sciences Faculty Council those functions and responsibilities which are not reserved for the CAS Faculty by this Charter.

E. Officers

1. The officers of the CAS Faculty are the Chair, the Vice-Chair, and the Secretary of the Arts and Sciences Faculty Council.

Article II: The Arts and Sciences Faculty Council

A. Composition

1. Councilors serving as members of the Arts and Sciences Faculty Council (ASFC) are elected by the members of the CAS Faculty serving in the department, school, or faculty group that they represent.
 - a. Each department or school of the College shall elect one CAS tenure-track or career-track faculty member to serve as Councilor to the ASFC representing that department or school, following the policies of that department or school.
 - b. The career-track faculty members in each of the three CAS disciplinary pillars, the arts and humanities, the social sciences, and the natural and mathematical sciences, shall compose a faculty group. Each of these three faculty groups shall elect a career-track faculty member in their disciplinary pillar to serve as Councilor to the ASFC representing the career-track faculty in that disciplinary pillar.
 - c. No other members of the ASFC shall be elected or appointed other than those described above.
2. All CAS faculty members having two or more years of faculty service in the College are eligible for election to the ASFC, except for unit administrators and members of the Dean's administration.
3. Councilors shall be elected for three years and shall not be eligible for immediate re-election, except that a Councilor appointed or elected to fill a vacancy subsequently may be elected for a regular three-year term.
4. A Councilor's three-year term may be extended in order to complete service as an ASFC Officer, provided they were elected to this office prior to the completion of their term. The extension of the term will be dependent upon re-election of the Councilor by their department, school or faculty group to ASFC. Once service as an

officer has been completed, they must vacate the Councilor position and the department, school or faculty group in question must elect a new Councilor, who subsequently may be elected for a regular three-year term as provided for in Article II.A.3. Should the officer not be re-elected by their department, school or faculty group, the ASFC must hold an election to fill the vacancy as provided for in Article III.B.2.b.

B. Organization

1. The ASFC shall prepare Bylaws for the conduct of its business.

C. Officers

1. The officers of the ASFC shall also serve as the officers of the CAS Faculty.
2. The Vice-Chair and Secretary shall be elected by the ASFC at its regular April meeting and shall serve a term of one year. (At the June meeting of the Council during the initial year of its operation, it shall elect a Chair to serve a one-year term.)
3. The Vice-Chair will succeed to the Chair at the August meeting of the following year.

D. Meetings

1. The ASFC shall hold meetings on Wednesday of the first week of classes in August and on the first Wednesday of each month, except during the months of January, June, and July, and upon call of its Chair or six (6) of its members.
2. A quorum shall consist of a majority of the voting members of the Council.

E. Functions

1. The ASFC shall carry out the functions and responsibilities assigned to it by the CAS Faculty.
2. The ASFC shall keep the CAS Faculty fully informed of its actions and proceedings through reports in the CAS Faculty meetings and by distribution of the minutes of regular meetings. The ASFC shall receive and acknowledge written communications from individual faculty members and transmit them to the appropriate committees for consideration.
3. The ASFC shall consider matters referred to it by the Dean, by the University Faculty Council, or by members of the CAS Faculty.
4. The ASFC shall initiate studies of matters within the concern of the CAS Faculty and make recommendations to the Dean, to the CAS faculty, and to the University Faculty Council.
5. The ASFC shall establish standing committees of the ASFC to serve as its permanent operating agents.

- a. A standing committee shall be established or abolished by a vote of not less than two-thirds of the members of the ASFC.
 - b. Standing committees shall formulate and recommend actions for approval by the ASFC.
 - c. Members of the standing committees shall be appointed by the ASFC. The Chairs of the standing committees shall be members of the ASFC.
6. The ASFC shall establish and appoint members to ad hoc committees as necessary to fulfill its functions and responsibilities.
 7. The ASFC shall appoint members to the Reappointment, Promotion and Tenure Committee and to the Sabbatical Leave Committee, which shall report directly to the Dean as they make recommendations on personnel decisions rather than policies.
 8. The ASFC shall give scholarship recommendations directly to the Dean.

F. Effect of action by the Arts and Sciences Faculty Council

1. Unless annulled by majority vote of the CAS Faculty in attendance at a general meeting, a decision of the ASFC shall be considered as representing the will of the CAS Faculty.

Article III: Election Procedure

A. Elections

1. The Arts and Sciences Faculty Council, at its regular April meeting, shall elect two faculty members for the positions of Vice-Chair and Secretary for the ensuing ASFC year.
 - a. Only tenured faculty members are eligible for the position of Vice-Chair.
 - b. All ASFC Councilors are eligible for the position of Secretary.
2. Councilors shall be elected by their department, school or faculty group in April, and shall serve three-year terms.
3. After the initial election, the ASFC shall stagger Councilor elections so that one-third of its members are elected each year.

B. Assumption of office

1. Newly elected officers and members of the ASFC shall assume their duties at the August meeting, which shall be the beginning of the ASFC year.
2. Vacancies.
 - a. Definition of vacancy: The Chair of the ASFC shall declare a vacancy to exist when an ASFC member (1) dies, (2) retires, (3) resigns from office or from the College, (4) goes on leave for a semester or more, or (5) becomes a unit administrator or a member of the Dean's administration.
 - b. Procedure for filling ASFC Officer vacancies.

- i. A vacancy in the office of Chair shall be filled by the Vice-Chair, who shall serve out the term of the incumbent and succeed to a regular term as Chair the following ASFC year unless the vacancy occurs before the end of the fall semester. In the event that a vacancy does occur before the end of the fall semester, then the vacancy will be filled by the Vice-Chair but the Vice-Chair will not serve an additional full term as Chair.
 - ii. A vacancy in the office of Vice-Chair shall be filled by an election of the ASFC. A person elected Vice-Chair in a special election shall serve out the term of the incumbent. At the completion of the incumbent's term, if the term of the Chair has expired, the newly-elected Vice-Chair will succeed directly to a regular term as Chair. If the Chair will remain for a successive regular term after completing a partial term (see III.B.2.b.i), then the newly-elected Vice-Chair will serve a regular term as Vice-Chair and will succeed to a regular term as Chair upon completion of the regular term as Vice-Chair.
 - iii. A vacancy in the office of Secretary shall be filled by an election of the ASFC.
 - iv. A vacancy shall be filled not later than 30 days from the date of its declaration.
- c. Procedure for filling ASFC Councilor vacancies.
- i. A department, school, or faculty group shall hold an election to fill a vacancy not later than 30 days from the date of its declaration.

Article IV: Amendments

- A. Amendments to this Charter may be proposed by a majority vote of the ASFC or by a majority vote of the CAS Faculty in a general meeting.
- B. The text of a proposed amendment shall be distributed to each member of the CAS Faculty not less than thirty (30) days before it may be voted on.
- C. An amendment must be approved by a majority of the CAS Faculty members voting in a special election held for the purpose of amendment.

Article V: Ratification and Implementation

- A. This Charter shall become effective after approval by a majority of faculty voting in a special election held for its ratification.
- B. The Board of Faculty Representatives shall be responsible for taking the steps necessary to make the transition to the new Charter.

Bylaws of the Arts and Sciences Faculty Council^{1,2,3,4,5,6,7,8,9,10}

Article I: The Dean of the College

- A. The Dean will receive recommendations of the Arts and Sciences Faculty Council (ASFC) and acknowledge receipt thereof by reporting at each regular ASFC meeting on action taken. The Dean shall make regular progress reports to the ASFC if its recommendations were assigned to other faculty groups for study.
- B. The Dean shall provide information necessary or helpful to the ASFC for the proper discharge of its functions, including information about any major policy changes that are to be recommended to the higher administration or which any faculty committee advisory to the Dean may have under study.

Article II: Elected Officers of the ASFC

A. The Chair

- 1. The Chair shall be responsible for providing sustained leadership to the ASFC.
- 2. The Chair shall arrange for the place of meeting of the ASFC.
- 3. The Chair shall prepare and distribute the agenda for the ASFC meetings. The Chair may require approval of the ASFC members present to consider any new business not included on the prepared agenda.
- 4. The Chair shall be responsible for advising the Dean of the College regarding the agenda for ASFC meetings.
- 5. The Chair shall preside at regular meetings of the ASFC and shall preside at special meetings restricted to elected members of the ASFC.
- 6. The Chair shall take steps necessary to execute the actions of the ASFC.
- 7. The Chair shall provide liaison with the CAS Faculty, including a report on the business of the ASFC at the October meeting of the CAS Faculty and at other times as appropriate, and shall refer communications from members of the CAS

¹ Adopted 3 July 1991.

² Amended by addition of Article IX, 2 October 1991.

³ Amended by addition of Article III.G and deletion in part of Article IX.B.3, 2 September 1992. Amended by addition to Article IX.B.2.c and deletion of Article VI.B.3, 3 March 1993.

⁴ Amended by changes in Articles I.A, II.B.3, and IX.C, 7 June 1995.

⁵ Amended by addition of Article IV.C, 4 December 1996.

⁶ Amended by additions to Articles II.A.3 and II.C.3, changes in Articles III.F, IV.A, IX.B, IX.B.1.a, IX.B.1.b, IX.B.2.c, IX.C.2, IX.C.3, IX.C.5, and deletions in part of Articles IX.A.3.f and IX.C.3, 1 April 2009.

⁷ Amended by changes in Article IX.B.2.e, 2 November 2011.

⁸ Amended by changes in Articles I.A, I.B, II.D.2, VII.B.3, IX.B, minor wording changes throughout, 1 May 2013.

⁹ Amended by changes in Article IX.B.2.e, 4 May 2022. Amended by changes in Article IX.A.3.f, 5 October 2022.

¹⁰ Amended by changes in Articles IX.B and IX.B.2.f, addition of Articles IX.B.2.e and IX.C.7, and wording changes throughout, 3 May 2023.

Faculty to the appropriate committees.

8. The Chair shall, after specific action of the ASFC, interpret the official position of the CAS faculty and the ASFC before such groups as may be appropriate.
9. The Chair shall serve as a voting member of the ASFC.

B. The Vice-Chair

1. The Vice-Chair shall work closely with the Chair in order to become familiar with the duties of the Chair.
2. The Vice-Chair shall assume the duties of the Chair in the absence of the Chair.
3. The Vice-Chair shall provide liaison with the University Faculty Council and report on its action to the ASFC.

C. The Secretary

1. The Secretary shall record the names of the ASFC members present at each meeting.
2. The Secretary shall distribute the summary minutes of each ASFC meeting to the members of the CAS Faculty and to the Chair of the University Faculty Council as soon as practicable after each ASFC meeting.
3. The Secretary shall, in a timely manner following each ASFC meeting, prepare and present to the Dean of the College a list of ASFC recommendations which require administrative action.
4. The Secretary shall prepare and present to each ASFC meeting a cumulative list of all ASFC recommendations to the Administration that are awaiting action by the Dean of the College. The list shall include the titles of the recommendations and the dates on which these were submitted to the Dean.
5. The Secretary shall carry on the necessary correspondence of the ASFC.
6. The Secretary shall, with approval of the Dean of the College, employ secretarial assistance.
7. The Secretary shall be held responsible for the records and other physical property assigned to the ASFC.
8. The Secretary shall keep current records of membership, including voting rights, of the CAS Faculty.
9. The Secretary shall send individual notices of general meetings of the CAS Faculty at least one week in advance of the meetings to members of the CAS Faculty.

D. Provision for Absence

1. In the absence of the Chair, the duties of that office shall devolve upon the Vice-Chair.
2. In the absence of the Vice-Chair, the duties of that office shall devolve upon the Chairs of the standing committees of the ASFC in the order in which they are listed here: Rules and Procedures, College Policy and Planning, Curriculum, and Scholarship.

3. In the absence of the Secretary, the duties of that office shall be assumed by a qualified substitute arranged for by the Secretary, if possible, or by the Chair.

Article III: Members of the ASFC

- A. Members of the ASFC shall serve the college community as conscientious members of the academic profession, assigning a high priority to their responsibilities as ASFC members, bringing to the attention of the ASFC such matters as they believe are in the best interests of the College, and shall be required to answer in no other place for their actions as ASFC members.
- B. Members of the ASFC shall convey to the ASFC all written communications from members of the CAS Faculty in their respective department, school, or faculty group.
- C. Members of the ASFC shall provide information to their constituencies regarding activities of the ASFC.
- D. Members of the ASFC may vote in the ASFC in person or by designated representative from that Councilor's department, school or faculty group only.
- E. Members of the ASFC may request reimbursement of expenses incurred in carrying out ASFC responsibilities.
- F. Commencing with the September meeting of the 1992-93 school year and with the August meeting each year thereafter, the position of any ASFC member who is absent from three regular meetings during a year shall be deemed vacant. Meetings attended by a proxy from the department, school or faculty group shall not be counted as absences. Members who are expelled under this policy are not eligible to succeed themselves.

Article IV: Meetings

- A. Regular meetings of the ASFC shall be held on Wednesday of the first week of classes in August and on the first Wednesday in each month thereafter except during the months of January, June and July.
 1. The Chair of the ASFC shall designate the meeting place and shall notify the members of the ASFC by the most expedient means.
 2. Any change in the date or time of a regular meeting requires the consent of a majority of the ASFC. This consent may be obtained when the meeting is called to order.
- B. Special meetings of the ASFC may be called by the Chair or by six ASFC members.

1. ASFC members shall be notified in writing of the date and place of the meeting not less than 72 hours in advance of the meeting.
 2. In case of emergency, a meeting may be called without written notification; however, each available member shall be personally notified of the meeting at least 24 hours in advance.
 3. A majority of the ASFC members present must approve of the special meeting when it is called to order.
- C. If action is required of the ASFC that does not warrant a special meeting but must be resolved before the next regular meeting, the following procedures will be followed.
1. The Chair will inform ASFC members of the nature of the action along with possible options. The Chair will solicit reaction, comments and suggestions from ASFC members.
 2. The Chair will meet with the Officers of the ASFC, the Chair of the Rules and Procedures Committee, and relevant ASFC committee chairs to arrive at a decision.
 3. The Chair of the ASFC has the authority to make recommendations and decisions which must be made before the next regularly scheduled meeting of the ASFC. The Chair will report on the action at the next scheduled meeting. Any such actions may be overturned by the ASFC after its consideration.

Article V: Agenda

- A. The order of business shall include the following.
1. Roll call.
 2. Approval of minutes.
 3. Approval of agenda.
 4. Reports of committees.
 5. Unfinished business.
 6. New business.
 7. Secretary's report of ASFC recommendations to the Dean.
 8. Dean's report to the ASFC on recommendations made to the Dean by the ASFC.
 9. Adjournment.
- B. The agenda shall include all unfinished business and such new business as is required by the Charter, suggested by the Dean, referred by the CAS Faculty, or submitted by an ASFC member.
- C. The agenda shall be approved by the ASFC. The order of business may be changed thereafter only with the approval of the ASFC.

Article VI: Procedure

- A. Meetings shall be conducted in accordance with Robert's Rules of Order.
- B. The use of a secret, written ballot shall be mandatory in the following cases:
 - 1. When requested by an elected member of the ASFC.
 - 2. When requested by the Dean.

Article VII: College Management

- A. Formulation of policies, procedures, and long-range plans.
 - 1. The Charter of the CAS Faculty charges the ASFC, as the agent of the CAS Faculty, to be an essential participant in formulating the policies, procedures, and long-range plans which determine the direction of the College.
 - 2. Such participation may be initiated as follows:
 - a. By the ASFC and its committees. The ASFC and its committees should, without request from any other body, initiate and review College policies, procedures, and long-range plans.
 - b. By faculty members. Members of the CAS Faculty who wish to make recommendations concerning policies, procedures, and long-range plans should communicate directly with the ASFC.
 - c. By administrators. Recommendations by administrators may be brought before the ASFC through the Dean of the College. Recommendations shall be formally presented to the ASFC by its Chair.
 - d. By students. Recommendations initiated by students may be brought before the ASFC by the President of the Student Association with the approval of the Student Senate. Recommendations shall be formally presented to the ASFC by its Chair.
- B. Official approval of policies, procedures, and long-range plans.
 - 1. The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and the Oklahoma State Regents for Higher Education have been granted the legal authority to give official approval to the policies, procedures, and long-range plans.
 - 2. Recommendations formulated by the ASFC shall, at the Dean's discretion, be brought before the higher administration.
 - 3. The Dean of the College shall bring proposals for major changes of policies or plans to the attention of the ASFC for their study and consultation before such changes are submitted to the higher administration of the University.
- C. Implementation of policies, procedures, and long-range plans.

1. The implementation of policy or translation of policy into day-by-day operations is the responsibility of the administration of the College.
2. In the event that the Dean deems it necessary to create faculty committees to assist in implementing policies, procedures, and long-range plans, the ASFC shall nominate faculty members to serve on such committees.

D. Communication within the College.

1. Effective communication requires the broadest possible exchange of information and ideas. The ASFC shall actively cooperate in ensuring that channels of communication are established and maintained.

Article VIII: Amendment of Bylaws

- A. These Bylaws may be amended in any meeting of the ASFC by a majority of the elected members, provided that the proposed change has been submitted to the members of the ASFC at least 72 hours in advance of the meeting.

Article IX: Committees

A. General

1. The ASFC will exercise its functions with the assistance of two categories of committees: Standing Committees of the ASFC and Ad Hoc (Special) Committees created by the ASFC.
2. The Standing Committees of the ASFC are its permanent operating agents.
 - a. Except for the Reappointment, Promotion and Tenure Committee and the Sabbatical Leave Committee, the standing committees shall formulate and recommend actions, policies and procedures for approval by the ASFC, which in turn makes recommendations to the Dean. As they make recommendations concerning personnel matters, the Reappointment, Promotion and Tenure Committee and the Sabbatical Leave Committee report directly to the Dean.
 - b. Standing committees shall be available to consult with and advise administrators as well as members of the CAS faculty on matters concerning their areas of responsibility.
3. General Operating Procedures.
 - a. Committees shall adopt their own rules of procedure and appoint such sub-committees as needed. A committee member may appeal to the ASFC against committee rules which they consider a violation of the spirit of the procedures of the ASFC.
 - b. The chair of each committee (except the Reappointment, Promotion and Tenure Committee and the Sabbatical Leave Committee) shall report at

each regular ASFC meeting all recommendations of the committee and discuss its activity.

- i. In submitting a report, the committee chair may recommend that the ASFC submit the matter to the CAS Faculty for a vote.
 - ii. Only recommendations approved by the ASFC shall be regarded as officially representing the CAS Faculty and be presented to the Dean as such.
- c. A committee should initiate studies of policies and procedures that are within its jurisdiction. It shall also consider these policies and procedures when directed to do so by a resolution of the ASFC or when requested to do so by the Dean.
- d. Committees shall meet as often as necessary in order to perform their duties efficiently. The committees shall determine times for their own meetings and elect a secretary.
- e. Each committee shall prepare a brief summary of its activities and recommendations at the end of each year, and file the report with the Secretary of the ASFC.
- f. Proposals for major changes in personnel assessment and other policies and procedures, after having been approved by the ASFC, shall be presented in writing to the CAS Faculty for its approval. They shall be considered, but not voted on, at a CAS Faculty meeting for which at least two weeks' notice, including the proposals for change, has been given. A written ballot shall be distributed to eligible faculty members within five working days of the meeting at which the proposal is considered, and shall be returned to the Chair of the ASFC Rules and Procedures Committee within ten working days of this meeting. This ballot shall present any complex proposal by its separate parts, each to be voted on separately, except in cases where various parts are logically interdependent. For voting purposes, all eligible members of the CAS Faculty, as defined in its Charter (Article I.A.1), may cast ballots. The majority of the votes cast is needed for a measure to win approval.

B. Composition of Standing Committees.

1. The seven standing committees of the ASFC are:
 - a. College Policy and Planning (six members and a chair)
 - b. Curriculum, General Education and Outreach (six members and a chair)
 - c. Non-Tenure Track Faculty (six members from the career-track faculty and a chair)
 - d. Reappointment, Promotion and Tenure (eleven members from the tenured faculty, the majority at the rank of Professor, from which one will be elected chair)
 - e. Rules and Procedures (six members and a chair; the majority of the committee will be ASFC members)
 - f. Sabbatical Leave (six members from the tenured faculty from which one will be elected chair)

- g. Scholarship (six members and a chair)
- 2. Committee Chairs
 - a. The Chairs of the Standing Committees (except for Reappointment, Promotion and Tenure and Sabbatical Leave committees, which elect their own Chairs) shall be appointed by the ASFC at its regular August meeting from among the eligible members of the ASFC (see IX.B.3.b).
 - b. Chairs will serve for one year beginning at the August meeting.
 - c. Successive terms as chair of the same committee shall be permitted.
- 3. Faculty and Student Committee Members
 - a. Members of the CAS Faculty shall be appointed to Standing Committees by the ASFC at its regular August meeting. Their three-year term begins on appointment and ends when they are replaced.
 - b. Only one member of a department may serve on a given committee. No faculty member shall serve on more than one standing committee at the same time.
 - c. CAS faculty members will be appointed to committees by the ASFC according to the rotation established for that committee. Prior to the August regular ASFC meeting, the ASFC Chair will notify departments, schools and faculty groups as to their committee vacancies and ask them to submit nominees for these to the Chair of the Rules and Procedures Committee. Nominations should be received in sufficient time to prepare for the August meeting. At the August ASFC meeting, faculty appointments to committees will be made by a vote of the ASFC.
 - d. The College Policy and Planning Committee, Curriculum, General Education and Outreach Committee, Rules and Procedures Committee, and the Scholarship Committee may include up to two additional members selected from students whose major field is in CAS. Prior to the September regular ASFC meeting the ASFC Chair will seek nominations for student committee members from the CAS Student Council. Student members will serve for one-year terms and may be reappointed. These nominations should specify the student's major and year and be sent to the Chair of the Rules and Procedures Committee so as to be received in sufficient time to prepare for the September ASFC meeting. At the September meeting, student appointments to committees will be made by a vote of the ASFC.
 - e. The Non-Tenure Track Faculty committee may include up to two additional members selected from CAS faculty members who are not career-track or tenure-track, including temporary faculty such as Lecturers or Visiting Assistant Professors. These additional faculty members will serve for one-year terms and may be re-appointed. The Chair of the Non-Tenure Track Faculty committee will send nominations for these members to the Chair of ASFC for approval by ASFC.
 - f. The following rotations (see Tables 1-7) will govern CAS Faculty appointments to the ASFC Standing Committees.

Table 1: College Policy and Planning Committee Rotation. Shaded blocks indicate the first year of a three-year term for a CAS faculty member from the stated department or school. The departmental rotation repeats every twelve (12) years.

College Policy and Planning Committee											
2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-9	2029-30	2030-31	2031-32
2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-1	2041-42	2042-43	2043-44
<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>
ART	ART	ART	MUSI	MUSI	MUSI	TH	TH	TH	Vacant	Vacant	Vacant
GEOG	GEOG	GEOG	HIST	HIST	HIST	POLS	POLS	POLS	PSYC	PSYC	PSYC
ENGL	PBIO	PBIO	PBIO	MICR	MICR	MICR	PHYS	PHYS	PHYS	ENGL	ENGL
MSC	CHEM	CHEM	CHEM	GEOL	GEOL	GEOL	IBIO	IBIO	IBIO	MSC	MSC
PHIL	PHIL	CS	CS	CS	MATH	MATH	MATH	STAT	STAT	STAT	PHIL
Vacant	Vacant	CDIS	CDIS	CDIS	SOC	SOC	SOC	LL	LL	LL	Vacant

Table 2: Curriculum Committee Rotation

Curriculum, General Education and Outreach Committee											
2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	2043-44
<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>
SOC	SOC	SOC	Vacant	Vacant	Vacant	MATH	MATH	MATH	POLS	POLS	POLS
IBIO	IBIO	IBIO	CS	CS	CS	PSYC	PSYC	PSYC	ENGL	ENGL	ENGL
PHYS	LL	LL	LL	TH	TH	TH	PBIO	PBIO	PBIO	PHYS	PHYS
PHIL	MUSI	MUSI	MUSI	CDIS	CDIS	CDIS	Vacant	Vacant	Vacant	PHIL	PHIL
MICR	MICR	HIST	HIST	HIST	ART	ART	ART	STAT	STAT	STAT	MICR
MSC	MSC	GEOL	GEOL	GEOL	GEOG	GEOG	GEOG	CHEM	CHEM	CHEM	MSC

Table 3: Rules and Procedures Committee Rotation. Shaded blocks indicate the first year of a three-year term for a CAS faculty member from the stated department or school. The departmental rotation repeats every twelve (12) years.

Rules and Procedures Committee												Members: majority are ASFC Councilors.											
2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	2043-44
<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	
MUSI	MUSI	MUSI	TH	TH	TH	Vacant	Vacant	Vacant	ART	ART	ART	HIST	HIST	HIST	POLS	POLS	POLS	PSYC	PSYC	PSYC	GEOG	GEOG	GEOG
PBIO	MICR	MICR	MICR	IBIO	IBIO	IBIO	MSC	MSC	MSC	PBIO	PBIO	CHEM	GEOL	GEOL	GEOL	PHYS	PHYS	PHYS	ENGL	ENGL	ENGL	CHEM	CHEM
CS	CS	MATH	MATH	MATH	STAT	STAT	STAT	PHIL	PHIL	PHIL	CS	CDIS	CDIS	SOC	SOC	SOC	LL	LL	LL	Vacant	Vacant	Vacant	CDIS

Table 4: Sabbatical Leave Committee Rotation, for tenured faculty from the stated department or school.

Sabbatical Leave Committee												Members: tenured only.											
2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	2043-44
PSYC	PSYC	PSYC	POLS	POLS	POLS	SOC	SOC	SOC	Vacant	Vacant	Vacant	MATH	MATH	MATH	ENGL	ENGL	ENGL	IBIO	IBIO	IBIO	CS	CS	CS
TH	Vacant	Vacant	Vacant	PHYS	PHYS	PHYS	MUSI	MUSI	MUSI	TH	TH	CDIS	PBIO	PBIO	PBIO	PHIL	PHIL	PHIL	LL	LL	LL	CDIS	CDIS
ART	ART	STAT	STAT	STAT	MICR	MICR	MICR	HIST	HIST	HIST	ART	GEOG	GEOG	CHEM	CHEM	CHEM	MSC	MSC	MSC	GEOL	GEOL	GEOL	GEOG

Table 5: Scholarship Committee Rotation.

Scholarship Committee																							
2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	2043-44
<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	
Vacant	Vacant	Vacant	ART	ART	ART	MUSI	MUSI	MUSI	TH	TH	TH	PSYC	PSYC	PSYC	GEOG	GEOG	GEOG	HIST	HIST	HIST	POLS	POLS	POLS
IBIO	ENGL	ENGL	ENGL	PBIO	PBIO	PBIO	MICR	MICR	MICR	IBIO	IBIO	PHYS	MSC	MSC	MSC	CHEM	CHEM	CHEM	GEOL	GEOL	GEOL	PHYS	PHYS
STAT	STAT	PHIL	PHIL	PHIL	CS	CS	CS	MATH	MATH	MATH	STAT	LL	LL	Vacant	Vacant	Vacant	CDIS	CDIS	CDIS	SOC	SOC	SOC	LL

Table 6: Reappointment, Promotion and Tenure Committee Rotation. Shaded blocks indicate the first year of a three-year term for a tenured faculty member from the stated department or school. The majority of the Committee should hold the rank of Professor. The departmental rotation repeats every six (6) years.

Reappointment, Promotion and Tenure											
Members: tenured only, majority are full Professors.											
2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
CS	CS	CS	PSYC	PSYC	PSYC	CS	CS	CS	PSYC	PSYC	PSYC
POLS	POLS	POLS	SOC	SOC	SOC	POLS	POLS	POLS	SOC	SOC	SOC
ENGL	ENGL	ENGL	IBIO	IBIO	IBIO	ENGL	ENGL	ENGL	IBIO	IBIO	IBIO
MATH	TH	TH	TH	MATH	MATH	MATH	TH	TH	TH	MATH	MATH
PBIO	CDIS	CDIS	CDIS	PBIO	PBIO	PBIO	CDIS	CDIS	CDIS	PBIO	PBIO
LL	PHYS	PHYS	PHYS	LL	LL	LL	PHYS	PHYS	PHYS	LL	LL
MUSI	PHIL	PHIL	PHIL	MUSI	MUSI	MUSI	PHIL	PHIL	PHIL	MUSI	MUSI
STAT	STAT	ART	ART	ART	STAT	STAT	STAT	ART	ART	ART	STAT
CHEM	CHEM	GEOG	GEOG	GEOG	CHEM	CHEM	CHEM	GEOG	GEOG	GEOG	CHEM
HIST	HIST	MICR	MICR	MICR	HIST	HIST	HIST	MICR	MICR	MICR	HIST
GEOL	GEOL	MSC	MSC	MSC	GEOL	GEOL	GEOL	MSC	MSC	MSC	GEOL

Table 7: Non-Tenure Track Faculty Committee. Shaded blocks indicate the first year of a three-year term for a career-track faculty member from the stated disciplinary pillar of the College. The rotation for committee membership repeats every six (6) years.

Non-Tenure Track Faculty Committee					
2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>	<i>Chair</i>
NMS-A	NMS-A	NMS-A	NMS-B	NMS-B	NMS-B
AHUM-C	AHUM-C	AHUM-C	AHUM-D	AHUM-D	AHUM-D
SOCS-A	SOCS-B	SOCS-B	SOCS-B	SOCS-A	SOCS-A
NMS-C	NMS-D	NMS-D	NMS-D	NMS-C	NMS-C
AHUM-A	AHUM-A	AHUM-B	AHUM-B	AHUM-B	AHUM-A
SOCS-C	SOCS-C	SOCS-D	SOCS-D	SOCS-D	SOCS-C

- g. Vacancies created by resignation or removal from a committee shall be filled for the remaining part of a term by a nominee from the appropriate department, school or faculty group. This nominee will be voted on at a regular meeting by the ASFC.
4. The Chair, Vice-Chair and Secretary of the ASFC will not be appointed as members or chairs of a standing committee.
5. Any committee member who misses three meetings in a semester shall be replaced by ASFC.
6. Any member of the CAS Faculty may participate in the deliberations of those

committees of which they are not members. Upon their written request, they are entitled to receive all information furnished to committee members, particularly notification of calls for meetings. They are not entitled to vote at such meetings.

7. Individuals with special qualifications may be asked to join in the deliberations of a committee, but in no case shall such specialists be entitled to vote. The ASFC or a Standing Committee may invite College administrators to serve as ex officio (non-voting liaison) members.

C. Responsibilities of Standing Committees

1. Rules and Procedures Committee: This committee shall be responsible for recommending procedures relating to faculty participation in College government at all levels. Its functions shall include the following:
 - a. Consideration of organizational problems of the CAS Faculty and preparation of amendments to the Charter of Organization of the CAS Faculty and the Bylaws of the ASFC.
 - b. Preparation of regulations for faculty elections and conducting and supervising such elections.
 - c. Recommendations for the creation or abolition of ASFC Committees.
 - d. Recommendation of individuals for appointment to standing committees.
 - e. Recommendation of procedures for faculty participation selecting administrative personnel.
 - f. Recommendation of procedures for ASFC liaison with University Faculty Council and student associations.
2. College Policy and Planning Committee: This committee may formulate and recommend general policies and long-range plans pertaining to the College. Its functions may include:
 - a. Reviewing the College budget; and
 - b. Preparing salary surveys; and
 - c. Planning reports formulating and recommending policies governing status of the faculty, including appointment, tenure, reappointment, dismissal, promotion, leaves, summer work, performance standards, employment, working conditions, work load, research and teaching activities, and similar concerns; and
 - d. Making recommendations concerning the development and implementation of faculty incentive programs to determine their cost effectiveness and consistency with College goals; and
 - e. Making recommendations concerning the acquisition of new facilities for research activities.
 - f. In addition, the committee shall be available to consult with and advise the Dean and others in the Dean's office on matters which require application or interpretation of these Bylaws.
3. Curriculum, General Education and Outreach Committee: This committee shall concern itself with the general curriculum and outreach programs in the College.
 - a. It shall recommend improvements, review general education requirements and recommend courses for general education designation.

- b. It shall be available to consult and advise the Dean, the Associate Dean for Academic Programs, the Assistant Dean for Student Academic Services, and the Associate Dean for Outreach, Online Learning and Communications on matters that require application or interpretation of policies concerning outreach and curriculum activities of the College not otherwise provided for within the Bylaws.
 - c. The committee shall make recommendations to the Associate Dean for Outreach, Online Learning and Communications and to the Dean's office to assure that upper and lower division courses with general education designation will be offered through Outreach on a regular basis so nontraditional students have more access to these classes. The courses should include representation from all areas of general education.
 - d. The committee shall consider proposals from the Dean, from department curriculum committees, or from committee members.
 - e. Its functions shall include the following:
 - i. Keep College degree programs, requirements, and standards under constant review.
 - ii. Seek to avoid undesirable duplication in courses and programs within the College.
 - iii. Ensure that course levels and prerequisites are appropriate, the Catalog course listings are accurate, and approve changes in Catalog course listings. (Routine work such as this will be forwarded directly to the appropriate administrator and not be submitted to the ASFC for approval.)
 - iv. Review and process curricular innovations or changes proposed by departments or other administrative units of the College.
 - f. One of its faculty members shall also serve as a liaison to the University General Education Committee.
4. Scholarship Committee. This committee shall concern itself with policies and procedures pertaining to the scholarship programs of the College.
- a. It shall choose recipients of College scholarships and coordinate the presentation of these awards. (Scholarship choices shall be reported directly to the Dean. Student committee members, if any, may not be chosen for College scholarships.)
 - b. In addition, the committee shall be available to consult with and advise the Assistant Dean for Student Academic Services on matters which may require application or interpretation of policies concerning the scholarship programs of the College not otherwise provided for within these guidelines.
5. Reappointment, Promotion and Tenure Committee. This committee shall be responsible for providing the Dean with a professional opinion about the qualifications of the candidate for reappointment, promotion or tenure. The committee examines the documentation provided by the faculty member, the standards that have been adopted by the department or school, and the Statements of Recommendation provided by the unit personnel committee and the unit administrator for fairness in procedure and review at the departmental level and

for consistency within the College.

6. **Sabbatical Leave Committee.** This committee shall review requests each year from tenured faculty members for sabbatical leave in an effort to ensure equity across the College. The committee will report directly to the Dean, and will elect one of its own members to serve as chair.
7. **Non-Tenure Track Faculty Committee.** The Non-Tenure Track (NTT) Faculty in the College of Arts and Sciences consists of any faculty members who are not tenure-track or tenured, including career-track faculty members and temporary faculty such as Lecturers and Visiting Assistant Professors. This committee shall concern itself with issues related to the NTT faculty. It shall be available to consult and advise the Dean, other CAS leadership team members, ASFC, or other relevant entities on issues related to NTT faculty. The Dean's Office shall provide the committee with a list of all NTT faculty in CAS.
 - a. **Committee membership.**
 - i. The committee includes six members from the career-track faculty, two from each of the CAS disciplinary pillars, the Arts and Humanities (AHUM), the Social Sciences (SOCS), and the Natural and Mathematical Sciences (NMS). These members may include the elected ASFC Councilors representing the career-track faculty.
 - ii. As in IX.B.3.d, the committee may also include up to two additional members from the NTT faculty.
 - b. The Committee's functions shall include the following.
 - i. Gathering information about and advocating for the needs and concerns of NTT faculty and, as appropriate, bringing concerns to the attention of ASFC.
 - ii. Leading initiatives for the advancement and support of NTT faculty.
 - iii. Providing policy recommendations specific to NTT faculty.
 - iv. Determining the election procedures for career-track representatives on ASFC, soliciting nominees, and overseeing the elections, as well as soliciting members for the NTT Faculty Committee.
 - v. Promoting mentorship among NTT faculty.
 - vi. Promoting equity for NTT faculty across CAS departments and schools and advocating for the consistent use of job titles and clear personnel guidelines for reappointment and promotion.
 - vii. Serving as a resource for individual NTT faculty with concerns.

D. Ad Hoc Committees.

1. Ad Hoc Committees may be appointed by the Chair of the ASFC whenever necessary. This action shall be submitted to the ASFC for approval at its next meeting.
2. The term of an Ad Hoc Committee shall expire after the meeting at which its final report is accepted by ASFC.