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

March 20, 2013April 20, 2016

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ARTICLE I. PURPOSE

Section 1. Purpose

The purpose of these by-laws is to provide regulations to govern the faculty of the College of Arts and Sciences in discharging its responsibilities as provided for in the Constitution of the University Faculty.

ARTICLE II. MEMBERSHIP

Section 2. Members

Members of the faculty shall be all persons holding tenured or tenure-track appointments (assistant professor, associate professor, and professor), non-tenure track appointments (instructor and senior instructor), or special faculty appointments (see Article XIII, Section 42), as defined in the Faculty Handbook, Chapter 2, Article I, Sections A-C, in the departments listed in Section 32. Appointments of assistant professor, associate professor, and professor shall be exclusively tenured or tenure-track. Appointments of instructor and senior instructor shall be the only non-tenure-track appointments.

Section 3. Members Ex Officio

The following persons shall be members of the faculty *ex officio*: the President, the Provost, the Dean of the College, the Dean of Undergraduate Studies, the Director of the University Libraries, and the Dean of Graduate Studies.

Section 4. Voting Privileges

All faculty members who are tenured, tenure-track, or non-tenure-track (i.e., instructors and senior instructors), and all members

content of degree programs; and c) setting standards for and making recommendations regarding facilities for teaching, research, and scholarship.

ARTICLE IV. MEETINGS

Section 7. Regular Meetings

The faculty shall hold regular meetings at least once each semester in October and March

ARTICLE V. COMMITTEES

Section 11. Standing Committees

The standing committees of the faculty shall be the Executive Committee, the Committee on Appointments, the Committee on Educational Programs, and the Graduate Committee.

Section 12. Selection and Terms of Office

Members of the standing committees shall be selected during the spring semester for the following year, by procedures specified in sections 14, 15, 24, 28, and 30. Terms of office shall begin on the day following commencement. The Dean of the College shall distribute to all members of the faculty a list of members to all standing and special committees at the beginning of each fall semester.

Section 13. Special Committees

The faculty may at any time provide for special committees to study and recommend on any matter or matters within its jurisdiction which it may deem appropriate.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 14. Membership

There shall be 12 members of the Executive Committee, 11 with a vote and one without. The voting members shall consist of nine persons elected from the tenured, tenure-track, and non-tenure-track members of the faculty; one member of the faculty elected at large by the Faculty Senate to represent the college on the Executive Committee of the Faculty Senate *ex officio*; and the Dean of the College *ex officio*. The non-voting member shall be selected annually by the Chair Council from among its members and shall serve as a liaison between the Executive Committee and the Chair Council (defined in Section 36).

Section 15. Election and Terms

Elected members of the Executive Committee shall serve overlapping three-year terms and shall not be eligible for immediate reelection.

Election shall be by a two-ballot process. The Dean of the College shall prepare and distribute a first, or nominating, ballot listing all persons eligible to serve according to the following rules: department chairpersons are not eligible for election. All faculty members who are tenured, tenure-track, or non-tenure-track (i.e., instructors and senior instructors) are eligible except those from departments already represented among continuing elected members of the Executive Committee.

The Dean of the College shall then prepare and distribute a second, or election, ballot according to the following rules: The election ballot shall list twice the number of nominees to be elected but also listing no more than one person from each eligible department. Subject to this rule, those persons receiving the greatest numbers of votes from the nominating ballot shall appear on the second ballot. The Executive Committee shall resolve any tie votes.

Vacancies shall be filled by reference to the results of the most recent election and in order of preference according to the votes cast. Vacancies must be filled according to the

eligibility rules outlined above. Persons selected to fill such vacancies shall be eligible for election when their terms expire.

Section 16. Executive Committee Chair

The chair of the Executive Committee shall be a tenured faculty member and shall be elected annually by the committee from among its elected members. The election of the new chair shall be conducted at the first meeting of the incoming committee which shall be called by the Dean of the College.

Section 17. Regular Meetings

The Executive Committee shall hold meetings monthly during the academic year beginning in September on dates to be selected by the chair. However, the Executive Committee may at any regular meeting, by majority vote, fix the date of the next regular meeting.

Section 18. Special Meetings

The Executive Committee shall hold special meetings when called by the President, the Dean of the College, or the chair. The chair shall call a special meeting when requested by three members of the Executive Committee or when requested by 10 members of the faculty by a petition stating the purposes of the proposed meeting.

Section 19. Notification of Meetings

The chair shall notify each member of the Executive Committee in writing at least seven days before each regular meeting and at least three days before each special meeting specifying the time, place, and agenda of the meeting.

Section 20. Agenda

The agenda for Executive Committee meetings normally shall be as follows:

- a. Approval of minutes for the previous meeting
- b. Announcements by the chair of the committee me

matters include but are not limited to appointments, reappointments, promotions, separations, tenure, academic freedom, curricula, professional and academic conduct, teaching load, student admission, terms and times of attendance, examinations, degree programs, and faculty organization.

A concern of the Executive Committee shall be fiscal planning and budget, and a subcommittee for that purpose may be established. Discussion of the college budget shall take place at least twice annually to consider budget matters at an early stage for the coming year and to review the budget after approval by the trustees.

The Executive Committee shall set the agenda for all regular meetings of the faculty, resolve tie votes in elections, and fill vacancies in committees.

The Executive Committee shall be advisory to the Dean of the College concerning the selection of department chairpersons, the appointment of special committees, and other matters that the Dean of the College may deem appropriate. It shall be advisory to the president in selection of the Dean of the College and shall nominate members of the search advisory committee in accordance with the Guidelines for Selecting Deans, Chapter 3, Part II, Section VIII. of Policies and Procedures for Members of the Faculty of Case Western Reserve University (hereinafter Policies and Procedures).

There shall be a review of the dean's performance every five years. The Executive Committee shall appoint a Dean Review Committee of six faculty members at the end of the fourth year of a dean's tenure which shall report to the Executive Committee by the end of the first semester of the fifth year. The review committee shall consider the dean's performance in the areas listed in Section 38: academic, fiscal, and administrative. The report summarizing the committee's findings shall be discussed with the dean prior to transmission to the Executive Committee. The Executive Committee shall transmit the report, together with the Executive Committee's recommendation with respect to reappointment, to the provost and the president.

The Executive Committee shall appoint the members of the Committee on Appointments and the Graduate Committee and prepare a slate of nominees for the Committee on Educational Programs in conformance with the criteria stipulated in Sections 24, 28, and 30.

The Executive Committee shall consider, on recommendation of the appropriate department chairperson, requests for sabbatical leaves of absence and shall forward them to the Dean of the College, together with the committee's recommendation on the merits of the study proposed and the applicant's qualifications to undertake it.

The Executive Committee, in conjunction with the Dean of the College, shall conduct elections in the spring semester for faculty senators representing the Faculty of the College of

ARTICLE VII. COMMITTEE ON APPOINTMENTS

Section 24. Composition, Terms, Meetings, and Presiding Officer

The Committee on Appointments shall be composed of nine faculty members holding the rank of professor with tenure appointed by the Executive Committee, no two of whom shall be from the same department. The membership shall be selected so as to be broadly representative of the spectrum of disciplinary, scholarly, and research activities in the College of Arts and Sciences. Members shall serve a term of one year, but may be reappointed to a maximum of three consecutive years. The Dean of the College shall set a time and notify members of the first meeting each academic year. Vacancie

Section 26. Procedures

At the beginning of each fall semester, the Dean of the College shall draw up a list of

representation of academic disciplines. Faculty members shall serve three-year overlapping terms. The committee shall select its own chair from among its faculty members, and the chair shall serve a one-year renewable term.

Section 29. Responsibilities

The Graduate Committee shall advise the Executive Committee concerning the needs of, and opportunities for, enhancing the environment for scholarly research, creative performance, and other creative activities involving graduate students, particularly with regard to fostering high quality and productive graduate research and creative endeavors. It shall advise on all other matters related to graduate programs in the college including, but not limited to, financing graduate education, academic integrity, and opportunities for new graduate programs. It shall serve as a vehicle for consideration of faculty concerns about graduate matters.

Faculty members of the college may request that the committee chair convene a meeting of the committee to consider an issue. In such cases, the committee chair determines whether to convene the full committee. If the chair declines to convene the committee, the faculty member requesting the meeting may petition the entire committee to request a meeting. If a majority of the committee members agree, the committee chair will convene the committee to address the stated issue. If there is a tie vote, the dean's representative to the committee will break the tie. The Executive Committee must be informed of all such requests sent to the committee chair and kept apprised of the committee's deliberations.

ARTICLE IX. COMMITTEE ON EDUCATIONAL PROGRAMS

Section 30. Membership

The Committee on Educational Programs shall consist of 16 members as follows: nine tenured, tenure-track, or non-tenure track faculty members, no two of whom are from the same department; two undergraduate students appointed by the Undergraduate Student Government; two graduate students chosen by the Graduate Student Senate, the Dean of Undergraduate Studies *ex officio*, the Dean of Graduate Studies *ex officio*, and the Dean of the College *ex officio*. Faculty members to replace members of the Committee on Educational Programs whose terms have expired shall be elected at the regularly scheduled spring faculty meeting. Prior to this meeting, the Executive Committee shall prepare a slate of candidates for this election and additional nominations may be made from the floor. The nominees shall be representative of the broad spectrum of disciplines within the college. Any nomination from the floor shall have the nominee's prior consent. Faculty members shall serve three-year overlapping terms. The committee shall select its own chair from among its faculty members, and the chair shall serve a one-year, renewable term.

Section 31. Responsibilities

The Committee on Educational Programs shall address academic issues relevant to all educational programs in the college—undergraduate, graduate, and continuing—and shall

The committee shall report annually to the Executive Committee prior to the end of the academic year. In addition to a review of its activities during the year, the committee shall make recommendations for handling longer term educational issues which it has identified or which have been brought to its attention.

ARTICLE X. DEPARTMENTS

Section 32. Departments

The chairperson shall prepare the department's budget, subject to the approval of the Dean of the College. The chairperson shall monitor the expenditures of the department budget and shall report at least once each year to the faculty of the department on the state of the department budget.

The chairperson shall transmit recommendations for faculty appointments, reappointments, promotion, and tenure, together with his or her independent recommendation, and shall be the hiring officer for all other personnel assigned to the department. The chairperson shall consult with faculty of the department on appointment of non-tenure track persons whose responsibilities include instruction.

The chairperson of each department shall transmit an annual report to the Dean of the College.

Unless the responsibilities are otherwise assigned in the department's own by-laws, the chairperson shall, as necessary, convene and preside at all department meetings, appoint committees, delegate duties, prepare teaching schedules, maintain records, and conduct correspondence.

Section 36. Chair Courcil

The chairpersons of all the departments shall meet jointly in a Chair Council. The council also shall have a member selected by the Executive Committee from among its members. The Chair Council shall meet regularly, and shall be chaired by the Dean of the College. It shall address the common issues which arise from the responsibilities of department administration and shall function to share information and exchange views of matters of mutual concern to the departments.

Departments may choose to form separate groups of chairpersons from departments with common concerns. These separate groups may convene their own meetings or may be convened by the Dean of the College. They also may bring their concerns directly to the Chair Council or the Dean of the College.

ARTICLE XI. THE DEAN OF THE COLLEGE

Section 37. Appointment

The chief executive officer of the fac(b)2 (y)32 >BDC /TT1 1 Tf 0.02rT ()Tj (v)-4-2 (rT ()Tj3e I

To help faculty make informed choices, the first ballot shall also list the current senators from the faculty with their departmental affiliations.

Section 40. Other Bodies

In other cases when the faculty is asked to select representatives to university bodies and when the mode of selection is not specified, the Executive Committee shall either appoint such representatives or designate an appropriate method of selection.

ARTICLE XIII. POLICIES ON APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE OF FACULTY

Section 4. Faculty Titles and Definitions for Special Faulty Members

- a. Lecturer
 - Lecturers may be either part-time or full-time. The appointment is used for individuals whose primary responsibility is to teach one or more courses. Appointments are for one year. In some cases appointments are made with the possibility of limited renewal.
- b. Adjunct Faculty--(Instructor through rank of Professor)
 Part-time service for individuals who hold primary staff or administrative positions within the university, or for individuals whose primary appointment is held outside the university in business, industry, or other institution. Adjunct faculty normally are not compensated. Continuing appointments are renewed annually with a \$0-salary contract after the dean's office has received notification from the department in the spring semester.
- c. Visiting Faculty--(Instructor through rank of Professor)
 Full-time service (for the short- or long-term) for individuals from other academic institutions within the United States who are visiting for a period of up to three years, for individuals from foreign academic institutions who will visit for a period of one year or less, or for independent scholars without home institutions. Compensation may or may not be involved.
- d. Secondary Appointment--(Instructor through rank of Professor)

 Part-time service for individuals who hold primary faculty appointments within the university. No faculty member may hold a secondary faculty appointment at a

Appointment of research faculty shall follow the procedures described in the "Policies and Procedures for Research Faculty Appointments" approved by CAS and the Faculty Senate in 2000.

Section 4. Qualifications and Standards for Appointment Reappointment Promotion, and Tenure

The college evaluates candidates for appointment, reappointment, promotion, and tenure based on evidence of:

- a. expert knowledge of field and a demonstrated commitment to continuing development of that competence,
- b. dedication to and evidence of effective teaching,
- c. commitment to a demonstrated continuing program of research or advanced creative activity and evidence of achievement in this work, and
- d. willingness to perform university service.

Each department in the college must have written criteria for promotion and tenure and should make these available to faculty at least yearly.

Appointments and reappointments for non-tenure track faculty and for special faculty shall be made in accordance with the guidelines in Chapter 3, Part One, Section I.F of the University Faculty Handbook.

Section 43. Rights and Obligations of Faculty

The College of Arts and Sciences provides tenure-track faculty with a base academic year salary and office space. Non-tenure-track and special faculty receive resources as agreed in their contracts. The College of Arts and Sciences is committed to faculty development as described in the Faculty Development Policy adopted by the faculty on March 27, 1997.

Section 44. Procedures for Review of Tenure-track Faculty

The canonical pretenure period in the College of Arts and Sciences is six years. Tenure-track faculty shall receive an annual written evaluation of their professional progress relative to the qualifications for tenure described in the Faculty Handbook (3.1.F.). The department chair is expected to meet with the tenure-track faculty member annually to discuss his or her review. During the faculty member's third year, a formal review of progress toward tenure will be conducted by the eligible department faculty members. Absent sufficient eligible departmental faculty members (minimum of four), the dean will appoint a special committee for this purpose. The department or special committee's report will be reviewed by the Committee on Appointments.

Tenured faculty receive a written review annually. Tenured associate professors should meet with their chair regularly to review their progress toward promotion. Each department has a written mentoring policy outlining department procedures for mentoring faculty through the process of tenure and of promotion. These policies are reviewed and approved by the Executive Committee.

Section 45. Terminations in the Case of Financial Exigent Circumstances

In accordance with Chapter 3, Part One, I, E., 3. of the University Faculty Handbook, these by-laws set forth the following guidelines for termination of faculty in the event of financial exigencies facing the college. If all other remedies are exhausted, tenured faculty shall be terminated in reverse order of seniority of rank. Within a rank faculty shall be terminated in reverse order of length of service within that rank.

ARTICLE XIV. AMENDMENTS

Section 46. Proposi

Amendments to these by-laws may be proposed at any time by the Executive Committee or by any tenured, tenure-track, or non-tenure track member of the faculty to the Executive Committee for review and recommendation. Proposed amendments shall be distributed by the Executive Committee in written form to each voting member of the faculty no later than 14 days before either the next scheduled faculty meeting, which shall include discussion of the proposed amendments in its agenda, or a special meeting called for the purpose of hearing discussion on the proposed amendment(s). Following the meeting, the Dean of the College shall distribute the proposed amendments along with a secret mail ballot via an electronic voting mechanism to all voting members of the faculty.

Section 47. Approval

Approval of amendments shall require a two-thirds majority of the ballots cast, provided however that at least 50 percent of the ballots (excepting those from faculty on leave) have been returned.

ARTICLE XV. RATIFICATION

Section 48. Ratification

These by-laws shall be approved by a two-thirds majority of the total votes recorded. Upon approval, the by-laws shall be submitted to the Faculty Senate for its approval, according to the established procedures of that body.

December 4, 1992–Ratified by the Faculty of Mathematics and Natural Sciences and the Faculty of Humanities, Arts, and Social Sciences

December, 1993–Amended by the Faculty of the College of Arts and S993