

**BYLAWS OF THE FACULTY**  
**College of Arts and Sciences**  
**Georgia State University**

1 **ARTICLE I. PURPOSES**

2 **Section 1.**

3 These Bylaws constitute the rules for the governance of the faculty of the College of Arts and  
4 Sciences of Georgia State University as provided in the *Statutes* of Georgia State University.  
5 They are intended to enable the faculty of the College of Arts and Sciences to implement the  
6 authority granted to it by Article IX of the Statutes of Georgia State University. These Bylaws  
7 supplement and are subject to the Statutes of Georgia State University and the Bylaws and  
8 Policies of the Regents of the University System of Georgia. Thus these Bylaws must be read in  
9 light of these basic governing documents of the University.

10 **ARTICLE II. MEMBERSHIP**

11 **Section 1.**

12 The voting members of the faculty of the College of Arts and Sciences (designated throughout as  
13 “regular faculty”) shall consist of the dean of the college, the associate and assistant deans of the  
14 college, and all faculty in the college holding the rank of professor, associate professor, assistant  
15 professor, senior lecturer, lecturer, academic professional, or instructor. The President of the  
16 university and the Provost and Vice President for Academic Affairs shall be ex officio members  
17 of the faculty of the College of Arts and Sciences. Professors emeriti, adjunct faculty, visiting  
18 faculty, part-time instructors, and ex officio members of the faculty may participate in faculty  
19 meetings and have the right to be heard, but may not vote, hold office, or serve on committees of  
20 the college. Each department shall have a plan approved by the Dean’s Office that specifies how  
21 professors emeriti, adjuncts, and individuals with visiting appointments may participate in  
22 departmental meetings and committees.

23 **Section 2.**

24 Students enrolled in the college may serve on standing committees as provided below.

25 **ARTICLE III. AUTHORITY AND POWERS OF THE FACULTY**

26 **Section 1.**

27 As provided in Article IX of the Statutes of Georgia State University, the faculty of the College  
28 of Arts and Sciences shall have the authority and duty to determine the entrance requirements of  
29 its own students; to prescribe and define courses of study for them; to recommend the  
30 establishment, modification, and discontinuance of degrees, diplomas, and certificates attesting  
31 to academic credit earned; to set requirements for degrees, diplomas, and certificates; to enact  
32 and enforce rules for the guidance and governance of its students; and, in general, to exercise  
33 jurisdiction over all educational matters within the college. The faculty shall also have the power  
34 to set up rules governing its procedure and to adopt and amend its own Bylaws, which shall  
35 become effective upon the approval of the administrative council and the president.

36 **Section 2.**

37 The faculty shall have the power to elect the vice chair, and members of standing committees;  
38 and to delegate to committees matters within the jurisdiction of the faculty for study,  
39 consideration, and recommendation.

40 **ARTICLE IV. ADMINISTRATIVE OFFICERS**

41 The powers and duties of the administrative officers of the College of Arts and Sciences are  
42 defined in Article VIII of the Statutes of Georgia State University.

43 **ARTICLE V. FACULTY MEETINGS**

44 **Section 1.**

45 The faculty of the College of Arts and Sciences shall hold at least one (1) regular meeting each  
46 semester of the academic year. A regular meeting may be held in the summer semester for the  
47 sole purpose of approving the list of proposed graduates. Regular and special meetings shall be  
48 held on dates to be determined by the dean of the college. The dean may call a special meeting  
49 on his/her own initiative or he/she shall call a special meeting upon receipt of a petition stating  
50 the purpose of the proposed meeting and signed by at least twenty (20) percent of the voting  
51 members of the faculty. At least ten (10) days prior to any meeting of the faculty, except in  
52 emergencies, the dean shall notify each member of the faculty of the time and place of such  
53 meetings and shall supply a working agenda listing all matters that the dean expects to be  
54 presented or considered.

55 **Section 2.**

56 The presiding officer of both regular and special meetings shall be the dean of the college. In the  
57 absence of the dean, the vice chair shall preside.

58 **Section 3.**

59 A majority of the voting members of the faculty shall constitute a quorum.

60 **Section 4.**

61 All meetings shall be conducted according to the most recent edition of *Robert's Rules of Order*.

62 **Section 5.**

63 The regular operations of the College of Arts and Sciences shall follow a committee review  
64 procedure. All matters of substance shall be submitted for committee study, recommendation,  
65 and/or action prior to definitive action by the college. The faculty, by a two-thirds (2/3) majority,  
66 may vote to suspend committee review of a specific matter and act as a committee of the whole.

67 **ARTICLE VI. FACULTY OFFICERS**

68 **Section 1.**

69 The chair of the faculty shall be the dean of the college. The chair shall preside over meetings of  
70 the faculty and shall appoint a member of the faculty to serve as parliamentarian. The chair may  
71 present to the faculty for its consideration any matter within its jurisdiction and such information  
72 about the college and the university as he/she deems appropriate. The chair shall designate a  
73 secretary who shall record the minutes of all meetings.

74 **Section 2.**

75 The vice chair shall be elected at a regular meeting in the spring semester to serve for one (1)  
76 year. The vice chair shall preside in the absence of the chair and shall be an *ex officio* member of  
77 the executive committee for that year.

78 **ARTICLE VII. EXECUTIVE COMMITTEE**

79 **Section 1.**

80 The college shall have an executive committee composed of the dean and associate deans and the  
81 following thirteen (13) voting members: two (2) from the fine arts, three (3) from the humanities,  
82 three (3) from the natural and computational sciences, three (3) from the social and behavioral  
83 sciences, and two (2) students. The dean, in consultation with the executive committee of the  
84 college, shall designate which departments, schools, and institutes (hereafter referred to as  
85 departments) constitute each of the four (4) areas.

86 **Section 2.**

87 The eleven (11) faculty representatives on the executive committee shall be nominated from the  
88 floor and elected by the faculty at a regular faculty meeting in the spring semester.

- 89 (a) No two faculty representatives may be from the same department.
- 90 (b) Nomination and election of the faculty representatives shall be conducted by separate  
91 ballot area by area. All faculty present may vote for candidates in each area. Each faculty  
92 member who casts a ballot shall vote for one candidate for each open position. For each  
93 position a majority of votes cast shall be required to elect.
- 94 (c) The faculty representatives on the executive committee shall serve for terms of two (2)  
95 years, but their terms shall be staggered so that the terms of not more than six (6)  
96 members shall expire at the same time.

97 **Section 3.**

98 Unexpected faculty vacancies on the executive committee shall be filled by election at the next  
99 faculty meeting following the occurrence of the vacancy. These elections shall be conducted in  
100 the manner prescribed in Article VII, Section 2. The representative elected to fill a vacancy shall  
101 serve until the end of the unexpired term.

102 **Section 4.**

103 The two (2) student members on the executive committee shall be selected by the executive  
104 committee from nominees proposed by the dean, department chairs, school and institute

105 directors, faculty, and students. Both students, one (1) undergraduate and one (1) graduate, must  
106 be enrolled in the College of Arts and Sciences. The students must have an expected graduation  
107 date of at least one (1) year beyond the appointment. Student members shall serve one (1) year  
108 terms.

109 **Section 5.**

110 Student vacancies on the executive committee shall be filled by the method prescribed in Article  
111 VII, Section 4, as soon as possible after the vacancy occurs. The student selected to fill a vacancy  
112 shall serve until the end of the unexpired term.

113 **Section 6.**

114 The executive committee shall meet regularly and at least once each semester of the academic  
115 year at the call of the dean. The dean or the dean's designated representative shall preside over  
116 all meetings of the committee. The dean shall appoint a secretary who shall keep the minutes of  
117 all meetings. Upon receipt of a petition signed by six (6) members of the executive committee,  
118 the dean shall call a special meeting of the committee.

119 **Section 7.**

120 In all meetings of the executive committee a quorum of seven (7) voting members must be  
121 present in order for business to be conducted. All decisions of the committee shall be by majority  
122 vote.

123 **Section 8.**

124 The duties and responsibilities of the executive committee are:

- 125 (a) to act as an advisory body to the dean;
- 126 (b) to review the academic operations and the budget of the college and any related items  
127 submitted by the dean and/or faculty members;
- 128 (c) to report its actions at each regular meeting of the faculty;
- 129 (d) to make nominations, which can be supplemented by nominations from the floor, for  
130 each vacant position on standing committees;
- 131 (e) to devise and implement procedures approved by the faculty for the selection of student  
132 members to serve on standing committees;
- 133 (f) to act in a manner consistent with due process as an appeals committee on procedural  
134 matters regarding promotion, tenure, and non-renewal;
- 135 (g) to initiate the triennial evaluation of department chairs and school and institute directors  
136 (hereafter referred to as department chairs) called for in the *Statutes* of the university. The  
137 executive committee shall review the terms of each department chair during a regular  
138 meeting of the spring semester to identify those chairs to be evaluated. When an  
139 evaluation of a department chair is to occur, the dean of the college, in consultation with  
140 the executive committee of the department concerned, shall appoint an ad hoc evaluation

141 committee. This evaluation committee shall formulate an evaluation procedure consistent  
142 with at least the following principles:

- 143 (1) each regular, full-time faculty member within the department (as defined in  
144 Article II, Section 1) shall be afforded the opportunity to communicate  
145 confidentially with the evaluation committee;
- 146 (2) the evaluation shall include, but not necessarily be limited to, the department  
147 chair's implementation of departmental policies, allocation of departmental funds,  
148 assignment of course loads, recruitment and retention of faculty, development of  
149 research, instruction and service, communication within and without the  
150 department, and his or her own professional development;
- 151 (3) the evaluation committee shall investigate confidentially all evaluations, prepare a  
152 report including both majority and minority views, and forward the report along  
153 with its findings and recommendations to the dean. All materials in the possession  
154 of the committee, except the report, shall be destroyed. The dean shall provide the  
155 chair with a copy of the report;
- 156 (h) to initiate, under the supervision of the vice president for academic affairs, a triennial  
157 evaluation of the dean of the College of Arts and Sciences and his/her office. The  
158 procedures employed in this evaluation shall parallel those outlined in Article VII,  
159 Section 9g, for the evaluation of department chairs;
- 160 (i) to appoint a Faculty Grievance Board. The faculty grievance board shall be composed of  
161 twenty (20) members of the college faculty. These faculty shall be appointed to staggered  
162 terms by the college executive committee according to the following scheme: four (4)  
163 members shall be appointed from each of the four (4) areas of the college – fine arts,  
164 humanities, natural and computational sciences, and social and behavioral sciences - and  
165 four (4) members appointed at large. All appointed members shall serve four-year terms.  
166 If for any reason, an individual faculty member must be replaced, the college executive  
167 committee shall appoint a replacement from the appropriate area to complete the  
168 unexpired term. (See Composition and Duties of Grievance Board and Faculty Appeals  
169 Policy and Procedures in Appendix A.); and
- 170 (j) to consider proposals for the creation or elimination of departments, schools, institutes,  
171 and centers of the college and to make such recommendations to the faculty of the  
172 college as it deems appropriate.

173 **ARTICLE VIII. STANDING COMMITTEES**

174 **Section 1. General Considerations**

175 The college shall have standing committees on curriculum, bylaws, faculty awards,  
176 undergraduate studies, and graduate studies as well as three Advisory Committees on Promotion  
177 and Tenure as specified below and a Promotion and Tenure Review Board. Unless specified  
178 otherwise below, all faculty representatives on standing committees shall be elected by the  
179 faculty at a regular meeting in the spring semester for a term of two (2) years. Each committee  
180 shall be composed of at least one (1) member from each of the four (4) areas of the college. For

181 each of these positions, a majority of votes cast shall be required to elect. For at-large positions a  
182 plurality shall be required to elect. Terms of office shall be staggered in order that not more than  
183 two-thirds (2/3) shall expire at the same time. Department chairs shall not serve on standing  
184 committees unless specified below.

185 Immediately following the elections, the secretary shall prepare an alphabetical list of the  
186 members of all committees, with continuing members named first, and distribute it to the faculty  
187 of the college. The first faculty member listed on each committee shall call a meeting before the  
188 end of the semester in which the election occurs for the purpose of electing a chair. When a  
189 faculty member is unable to fulfill a term, the faculty shall elect, at the first faculty meeting  
190 following an unexpected vacancy, a member to serve until the end of the unexpired term.  
191 Meetings of standing committees shall be open to all members of the faculty except when a  
192 committee deems it necessary to hold an executive session.

### 193 **Section 2. Curriculum Committee**

194 (a) The curriculum committee shall be composed of eight (8) faculty and two (2) student  
195 members, at least four (4) of the faculty members being members of their respective  
196 departmental graduate faculties. The committee shall meet at least once each semester of  
197 the academic year.

198 (b) The powers and functions of the committee shall be:

199 (1) to review periodically the curricular requirements and offerings of the College of  
200 Arts and Sciences and to make appropriate recommendations to the faculty;

201 (2) to receive proposals for any changes in course offerings and curricular  
202 requirements and to forward to the faculty those proposals considered appropriate;

203 (3) to forward to the faculty a report on each approved proposal that delineates how  
204 the proposal affects (a) the core curriculum, (b) the department submitting the  
205 proposal, and (c) other departments; and

206 (4) to authorize experimental courses on a trial basis for a period not to exceed one  
207 (1) year. As soon as possible after the course has been offered the committee shall  
208 review the course and report its findings to the faculty.

### 209 **Section 3. Bylaws Committee**

210 (a) The bylaws committee shall be composed of four (4) faculty members, at least two (2)  
211 being members of their respective departmental graduate faculties, and one (1) student  
212 member. The committee shall meet at least once each semester of the academic year.

213 (b) The powers and functions of the committee shall be:

214 (1) to review the Bylaws and to recommend to the faculty any amendments or  
215 changes in the Bylaws which it deems necessary or appropriate; and

216 (2) to receive from the faculty proposals for changes or amendments to the Bylaws, to  
217 consider such proposals, and to make its recommendations to the faculty.

218 **Section 4. Committee on Faculty Awards**

219 (a) The committee on awards shall be composed of five (5) faculty and two (2) student  
220 members. The committee shall meet at least once each semester of the academic year.

221 (b) The powers and functions of the committee shall be:

222 (1) to establish qualifications and nominating procedures for all faculty awards  
223 recognized by the College of Arts and Sciences;

224 (2) to select the recipients of all awards approved by the college; and

225 (3) to consider new awards or other means of honoring outstanding faculty.

226 **Section 5. Committee on Undergraduate Studies**

227 (a) The committee on undergraduate studies (the “undergraduate council”) shall be  
228 composed of the dean of the college (who will serve as chair), associate deans involved in the  
229 administration of the undergraduate programs, one faculty member elected from and by each  
230 department, school, and institute with an undergraduate degree program, the Director of the  
231 Honors Program, and the chair of the BIS committee, and four (4) undergraduate student  
232 members. The chair of the committee shall appoint a secretary who shall keep minutes of all  
233 meetings.

234 (b) The powers and functions of the undergraduate council shall be:

235 (1) to act as an advisory body to the dean of the college on issues related to the  
236 college's undergraduate programs;

237 (2) to serve as an advisory body to the faculty of the college on matters related to the  
238 undergraduate program of the college, particularly with respect to retention, and  
239 common policies and regulations. The undergraduate council shall make a report  
240 to the faculty of the college on the status of the undergraduate programs at the  
241 spring faculty meeting of the college each year;

242 (3) to seek ways to evaluate and improve undergraduate instruction in the College of  
243 Arts and Sciences, and to make appropriate recommendations to the faculty.

244 (4) to receive and study proposals for the creation, discontinuance, or renaming of  
245 undergraduate degree programs and concentrations and to make such  
246 recommendations to the faculty of the college as it deems appropriate;

247 (5) to designate each year four (4) faculty and two (2) students members to an  
248 undergraduate petitions board whose duties shall be to review final course grade  
249 appeals, academic complaints, and petitions for waivers or variance of academic  
250 policies and make recommendations to the Dean in keeping with the university  
251 Policy and Procedures for Student Complaints, Petitions for Policy Waivers and  
252 Variances, and Appeals;

253 (c) The undergraduate council shall meet at least once each semester of the academic year at  
254 the call of the dean (or his/her designated representative). Additional meetings shall be  
255 called upon the request of six (6) members of the council. In all of the meetings of the  
256 undergraduate council, a majority shall constitute a quorum.

257 **Section 6. Committee on Graduate Studies**

258 See Article XI, Section 3.

259 **Section 7. Dean's Advisory Committees on Promotion and Tenure**

260 (a) Three Area Promotion and Tenure Committees (Humanities and Fine Arts, Natural and  
261 Computational Sciences, and Social and Behavioral Sciences) shall be charged with  
262 reviewing the credentials of each candidate for promotion and/or tenure within its  
263 respective area and making a recommendation to the dean of the college concerning each  
264 candidate. The members of each area committee shall be elected by the faculty at a  
265 faculty meeting.

266 (b) The composition of the area committees shall be as follows:

267 (1) To be eligible for membership on an area committee, a faculty member must hold  
268 the rank of Professor.

269 (2) Each department with two or more Professors (excluding the chair) shall have at  
270 least one member on the Area Promotion and Tenure Committee for its area.

271 (3) An area committee shall have the same number of members as the number of  
272 departments in the area if the number of departments is odd; if the number of  
273 departments is even, the area committee shall have one additional member. No  
274 area committee shall have more than five members unless there are more than five  
275 departments in the area having two or more Professors.

276 (4) If not all the departments in an area have two or more Professors, or if an  
277 additional member must be added in order to obtain an odd number of members,  
278 at-large members shall be elected from among all the departments in the area in  
279 order to make up the required size of the committee.

280 (5) No more than two members from a department may serve on its area committee.

281 (6) Members of area committees shall hold staggered three-year terms. In the initial  
282 election, faculty members from some departments (randomly selected) shall be  
283 elected to three-year terms, others to two-year terms, and still others to one-year  
284 terms. In subsequent years, one-third of the committee shall be elected to a three-  
285 year term.

286 (7) Professors who have been elected to area committees must withdraw from their  
287 departmental committees on promotion and tenure.

288 **Section 8. College Lecturer Review Committee**

- 289 (a) The College Lecturer Review Committee shall be charged with reviewing the credentials of each  
290 candidate for promotion to the rank of senior lecturer and making a recommendation to the dean  
291 of the college concerning each candidate. The members of the committee shall be elected at a  
292 faculty meeting.
- 293 (b) This committee shall be composed of at least five tenured faculty and senior lecturers. These  
294 must include one from each of the departments with a lecturer under review in the current year,  
295 and at least one from each of the four areas of the college (Fine Arts, Humanities, Natural and  
296 Computational Sciences, and Social and Behavioral Sciences).
- 297
- 298 (c) Faculty members who have been elected to the college lecturer review committee must withdraw  
299 from their department lecturer review committee.
- 300
- 301 (d) This committee shall write a letter of assessment to be submitted to the Dean's Office by June 15.

### 302 **Section 9. Promotion and Tenure Review Board**

303 The college Promotion and Tenure Review Board shall consider and approve all changes to the  
304 College of Arts and Sciences Promotion and Tenure Manual, departmental promotion and tenure  
305 manuals, and policy documents. The Promotion and Tenure Review Board shall be composed of  
306 all members of the College Executive Committee and four chairs elected to two-year terms by  
307 the Chairs' Council. The Board shall be chaired by the dean of the college. The College  
308 Promotion and Tenure Review Board shall meet periodically to discuss the College of Arts and  
309 Sciences Promotion and Tenure Manual and to determine whether changes are needed. A  
310 candidate for promotion and/or tenure shall be bound by the college and departmental promotion  
311 and tenure manuals in effect on January 31 of the calendar year in which the departmental and  
312 college reviews of the candidate occur.

## 313 **ARTICLE IX. DEPARTMENTS, SCHOOLS, AND INSTITUTES**

314 **Section 1.** The college may be divided into departments, schools, and institutes (hereafter  
315 referred to as departments) for the purpose of implementing and conducting programs in  
316 instruction, research, and service. Departments shall be organized and operated in a manner  
317 consistent with the *Statutes* of the university and the *Policies* of the Board of Regents.

318 In order to create or eliminate a department there shall be:

- 319 (a) an ad hoc fact-finding committee appointed by the executive committee to review the  
320 situation and submit a report to the executive committee; and
- 321 (b) open hearings, after which the executive committee shall submit a recommendation to the  
322 dean.

### 323 **Section 2.**

324 When a department chair's position becomes vacant, the dean, in consultation with the executive  
325 committee of the department, shall appoint an advisory committee which shall assist the dean in  
326 the search for a new chair.

### 327 **Section 3.**

328 Each department shall hold at least one (1) regular faculty meeting during each semester of the  
329 academic year at a time and place to be determined by the department chair.

330 **Section 4.**

331 (a) Each department shall have an executive committee, chaired by the department chair, to  
332 share in the governance of the department. The executive committee shall consist of two  
333 to six tenured or tenure-track members of the faculty. Tenured or tenure track faculty in  
334 key administrative roles may serve as non-voting ex-officio members. Committee size,  
335 structure, and term of service shall be determined by a vote of the full-time faculty.

336 (b) The executive committee shall be elected at-large. Any departures from this requirement  
337 must be approved by a majority of departmental tenured and tenure-track faculty and by  
338 the Executive Committee of the college.

339 (c) The selection of the committee shall be made annually by secret ballot. Election shall be  
340 by a majority of votes from those present for the election. The dean of the college must  
341 approve eligibility requirements for voting by those who are not full-time tenured or  
342 tenure-track faculty.

343 (d) The duties of the committee shall be to advise and consult with the chair in departmental  
344 governance including the following matters:

345 (1) goals in instruction, research, and service;

346 (2) policies and procedures;

347 (3) work loads;

348 (4). annual budget;

349 (5) merit raises for faculty;

350 (6). recruitment of faculty;

351 (7). allocation of space and equipment; and

352 (8). committee structure in the department and procedures for selecting members of  
353 committees.

354 (e) The executive committee must meet at least once each semester and report its actions to  
355 the departmental faculty by distributing minutes of its deliberations.

356 **ARTICLE X. COUNCIL OF DEPARTMENT CHAIRS AND SCHOOL/INSTITUTE**  
357 **DIRECTORS**

358 **Section 1.**

359 In addition to elected committees, the college shall have a council of department chairs and  
360 school/institute directors. The council shall meet at least each semester of the academic year at a  
361 time and place to be determined by the dean. The dean or his/her designated representative shall

362 preside over all meetings of the council. The dean shall designate a secretary who shall keep the  
363 minutes of all meetings. A majority of the chairs and directors shall constitute a quorum, and all  
364 decisions shall be by majority vote. The duties of the council shall be:

- 365 (a) to act as an advisory body to the dean;
- 366 (b) to consider and, when necessary, take action on matters presented by the dean; and
- 367 (c) to make recommendations to standing committees of the faculty.

## 368 **ARTICLE XI. GRADUATE STUDIES**

### 369 **Section 1. General Considerations**

370 Each department within the College of Arts and Sciences offering a graduate degree shall have a  
371 graduate faculty. There shall be a graduate council of the college composed of faculty members  
372 holding graduate faculty membership within their respective departments, and the curriculum  
373 and bylaws committees of the college shall have graduate faculty representation. An assistant or  
374 associate dean of the college shall be appointed by the dean to serve as the graduate director of  
375 the college.

### 376 **Section 2. Graduate Faculty**

377 Each department of the college offering a graduate degree shall have a graduate faculty  
378 composed of the chair of the department and those members of the department who satisfy the  
379 departmental criteria for graduate faculty membership and who have been appointed by the dean  
380 to the graduate faculty. Faculty members shall be appointed to the departmental graduate faculty  
381 for a period not exceeding five years, and this appointment may be renewed for additional  
382 periods. The procedure used in determining and renewing graduate faculty appointments shall be  
383 as follows:

- 384 (a) each department in the college offering a graduate degree shall elect a graduate  
385 committee which shall propose criteria for departmental graduate faculty membership;  
386 only members of the graduate faculty of a department may hold membership on the  
387 departmental graduate committee;
- 388 (b) the departmental graduate committee also shall propose a procedure for a periodic review  
389 of the criteria;
- 390 (c) the proposed criteria and review procedure must be approved by the dean. The dean shall  
391 make the decision to accept or reject the proposed criteria and review procedure in light  
392 of a recommendation from the college executive committee. Thereafter, the graduate  
393 council shall review and make recommendations to the dean concerning any proposed  
394 changes in the departmental criteria or review procedure. The dean must approve any  
395 such changes;
- 396 (d) to be eligible for departmental graduate faculty membership, a faculty member must hold  
397 the appropriate terminal degree, must have a demonstrated record of current scholarly  
398 competence, and must not have been denied graduate faculty membership within the last  
399 two years; an eligible faculty member who does not wish to be considered for

400 departmental graduate faculty membership may withdraw from consideration by giving  
401 written notice of this preference to the departmental graduate committee no later than 10  
402 January of each academic year;

403 (e) The departmental graduate committee shall review the credentials of all faculty members  
404 in the department eligible for graduate faculty membership in the department (except  
405 those requesting that they not be considered), and it shall make recommendations to the  
406 department chair for graduate faculty appointments and renewals. Documentation (in the  
407 form of a *curriculum vitae*) and justification must accompany each recommendation.  
408 Each year in the spring semester the departmental graduate committee shall meet for this  
409 purpose if there are faculty members in the department who are eligible for graduate  
410 faculty membership;

411 (f) nominations for departmental graduate faculty membership shall be made by the  
412 department chair to the dean. Documentation and justification must accompany all  
413 nominations;

414 (g) the dean of the college shall make appointments to the graduate faculties of the  
415 departments. These appointments shall be made in the spring semester, and tenure shall  
416 commence in the following summer semester;

417 (h) a candidate for departmental graduate faculty membership who is not recommended for,  
418 nominated for, or appointed to membership in a departmental graduate faculty shall be  
419 notified by the appropriate party of its decision. The rationale for this decision shall be  
420 provided in writing by the appropriate party upon request from the candidate. Candidates  
421 shall be notified of their appointment to a departmental graduate faculty by the dean of  
422 the college.

423 The members of a departmental graduate faculty may, if they wish, organize themselves into a  
424 working body for the purpose of assisting the chair and the director of graduate studies in  
425 conducting the graduate program of the department. Any such activities must be consistent with  
426 the *Statutes* of the university and the Bylaws of the college, particularly with respect to the  
427 authority and responsibilities of the department chair.

428 In exercising their responsibility for the quality of teaching in their departments, department  
429 chairs shall require membership in the departmental graduate faculty as a condition for directing  
430 graduate theses and dissertations, and they may, if they wish, require such membership as a  
431 condition for teaching graduate courses and/or serving on thesis and dissertation committees.

### 432 **Section 3. Committee on Graduate Studies**

433 (a) The committee on graduate studies (the “graduate council”) shall consist of the dean of  
434 the college (ex officio), the graduate director of the college (who shall serve as chair), a  
435 member of the graduate faculty from each department offering a graduate degree who  
436 shall be elected by members of the department, and four (4) graduate student members.  
437 The chair of the committee shall appoint a secretary who shall keep minutes of all  
438 meetings.

439 (b) the powers and functions of the graduate council shall be:

- 440 (1) to act as an advisory body to the dean and to the graduate director of the college  
441 on issues related to the college's graduate program, and to assist the graduate  
442 director with routine functions of the graduate program;
- 443 (2) to serve as an advisory body to the faculty of the college on matters related to the  
444 graduate program of the college, particularly with respect to common admission,  
445 retention, and degree requirements and common policies and regulations. The  
446 graduate council shall make a report to the faculty of the college on the status of  
447 the graduate program at the spring faculty meeting of the college each year;
- 448 (3) to promote excellence in the college's graduate program by reviewing any  
449 changes in the departmental/school criteria for graduate status and/or procedures  
450 for reviewing the criteria and making a positive or negative recommendation  
451 concerning these matters to the dean. A justification for the recommendation shall  
452 accompany it and also shall be sent to the relevant departmental/ school  
453 committee and chair/director.
- 454 (4) to designate each year four (4) of its faculty members to serve as a graduate  
455 petitions board to review final course grade appeals, academic complaints, and  
456 petitions for waivers or variance of academic policies and make recommendations  
457 to the Dean in keeping with the university Policy and Procedures for Student  
458 Complaints, Petitions for Policy Waivers and Variances, and Appeals;
- 459 (5) to receive and study proposals for the creation, discontinuance, or renaming of  
460 graduate degree programs and concentrations and to make such recommendations  
461 to the faculty of the college as it deems appropriate;
- 462 (c) The graduate council shall meet at least once during each of the three (3) semesters at the  
463 call of the graduate director of the college. Additional meetings shall be called upon the  
464 request of six (6) members of the council. In all of the meetings of the graduate council, a  
465 majority shall constitute a quorum.

#### 466 **Section 4. Committee Representatives**

467 There shall be at least four graduate faculty members who serve on the college curriculum  
468 committee and at least two who serve on the college bylaws committee. Four graduate faculty  
469 members shall be nominated to the curriculum committee by the executive committee of the  
470 college, and two graduate faculty members shall be nominated to the bylaws committee by the  
471 executive committee of the college. A representative of the graduate faculty of each department  
472 shall be elected by the departmental faculty to serve on the committee on graduate studies.

#### 473 **Section 5. Graduate Director**

474 The dean of the College of Arts and Sciences shall appoint an assistant or associate dean of the  
475 College of Arts and Sciences to serve as graduate director of the college. The powers and duties  
476 of the graduate director shall be:

- 477 (a) to coordinate and integrate the graduate work of the several departments involved and to  
478 work with department chairs and the Graduate Council in the development of new  
479 graduate programs;
- 480 (b) to approve admissions, changes of status, warnings and terminations, substitutions and  
481 waivers, theses and dissertations, and similar elements or aspects of the graduate  
482 programs of the students in the college as required by college and university policy;
- 483 (c) to oversee the work of the graduate students of the college and to be responsible for  
484 administering regulations affecting student scholarships. The director shall report,  
485 through the dean of the College of Arts and Sciences, to the office of the registrar and the  
486 office of financial affairs, any action taken by the director that affects a student's relation  
487 with the university, informing the department chair when appropriate;
- 488 (d) to administer the graduate office of the college;
- 489 (e) to prepare an annual budget estimate for the operation of the graduate program, exclusive  
490 of those expenditures which fall within the several departmental budget estimates. The  
491 director shall be consulted by department chairs with regard to those parts of their  
492 departmental budget estimates relevant to the operation of their departmental graduate  
493 programs. The director's recommendations on these matters shall go forward to the dean  
494 of the college for approval;
- 495 (f) to oversee preparation of the curricula approved by the faculty of the college for the  
496 graduate catalog;
- 497 (g) to certify through the dean of the College of Arts and Sciences, on the basis of the records  
498 and reports of the registrar's office, when an individual graduate student in the college has  
499 complied with the faculty requirements for graduation;
- 500 (h) to serve as chair of the Graduate Council;
- 501 (i) to serve, through the dean of the College of Arts and Sciences, as a medium of  
502 communication with the administrative staff, the students, and the public for all official  
503 business of the graduate program; and
- 504 (k) to submit reports on the activities of the graduate program when requested by the dean of  
505 the College of Arts and Sciences.

## 506 **ARTICLE XII. AMENDMENTS**

### 507 **Section 1.**

508 These Bylaws may be amended in the following manner:

- 509 (a) the bylaws committee may propose amendments at any faculty meeting;
- 510 (b) a faculty member may propose amendments at any faculty meeting, but the proposed  
511 amendments shall be referred without debate to the bylaws committee for its  
512 consideration and recommendation. A faculty member may also send amendments in

513 writing with a letter of transmittal to the chair of the bylaws committee for the  
514 committee's consideration and recommendation. After holding open hearings, the bylaws  
515 committee shall submit its recommendations, along with the proposed amendments, to  
516 the faculty at its next regular meeting;

517 (c) all proposals for amendment made by the bylaws committee and all recommendations on  
518 proposed amendments received from other sources shall be submitted by the committee,  
519 through the dean, to each member of the faculty at least two (2) weeks prior to the regular  
520 faculty meeting; and

521 (d) all proposed amendments submitted to the faculty shall become a part of the bylaws upon  
522 being approved by two-thirds (2/3) of the faculty in a meeting where consideration of  
523 amendments is a part of the order of business.

Approved: November 14, 1978 (Approved by Administrative Council February 9, 1979; by  
President Langdale February 15, 1979)

Amended: January 1986

Amended: February 1987 (Amendments approved by Administrative Council and the  
President April, 1987.)

Amended: May 1992

Amended: October 1993

Amended: May 1994

Amended: May 1995

Amended: February 2003

Amended: February 2004

Amended: November 2006

Amended: April 2008

Amended: September 2009

Amended: April 2010