

**BYLAWS  
OF THE FACULTY ASSEMBLY  
OF THE COLLEGE OF ARTS AND SCIENCES**

**Article I  
NAME**

The name of this organization shall be the Faculty Assembly of the College of Arts and Sciences.<sup>1</sup>

**Article II  
RESPONSIBILITIES**

- Section 1. The Faculty Assembly shall be responsible for: (1) its own organization and procedure as provided in these bylaws: (2) the academic programs, policies, and regulations of the College of Arts and Sciences within limitations prescribed by the Faculty Conference of Winthrop University: (3) such additional matters as shall be referred to it by the Faculty Conference of Winthrop University or by the appropriate administrative officers of Winthrop University.<sup>2</sup>
- Section 2. The Faculty Assembly shall create and instruct subordinate committees, standing and select, and shall periodically review their major decisions.
- Section 3. The Faculty Assembly shall be the principal legislative body of the College of Arts and Sciences faculty. The minutes of its meetings shall be filed with the Secretary of the Faculty Conference and with the Rules Committee of the Faculty Conference and its actions may be reviewed by the Faculty Conference or its subordinate bodies according to procedures and regulations determined by it in accordance with the Bylaws of the Faculty Conference of Winthrop University.
- Section 4. The Chair and Secretary of the Faculty Assembly shall work with the Dean's office to maintain a permanent Web Page and archive that contain the following: (a) the current By-Laws of the Faculty Assembly; (b) lists of the current Faculty Assembly officers, the membership of all Faculty Assembly standing committees, and such other committees as the Faculty Assembly shall establish; (c) agendas and minutes of meetings of Faculty Assembly, its standing committees, and such other committees as the Faculty Assembly shall establish, excluding minutes of committees meeting in executive session; (d) results of the most recent elections of officers of Faculty Assembly and members of its standing committees; and (e) summaries of Dean's Council meetings, excluding confidential information.
- Faculty Assembly information will be disseminated as follows: (a) By mid-August each year the Secretary will e-mail all members of the Faculty Assembly copies of the current Faculty Assembly By-Laws, lists of current Faculty Assembly officers, and members of standing committees; (b) At least one week prior to a Faculty Assembly meeting, the Secretary will work with the Dean's office to e-mail the agenda to all

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<sup>1</sup> Hereafter, the phrase Faculty Assembly refers to the Faculty Assembly of the College of Arts and Sciences.

<sup>2</sup> President, Vice President for Academic Affairs and Dean of the Faculty, and Dean of the College of Arts and Sciences.

members of the Faculty Assembly; (c) Within one week following approval of Faculty Assembly minutes, the Secretary will e-mail approved minutes to all members and post the information to the Web Page; (d) Within one week following Faculty Assembly elections the Secretary will e-mail the results to all members and post the information to the Web Page; (e) Within one week of availability, the Secretary will work with the Dean's office to e-mail summaries of Dean's Council meetings, excluding confidential information, to the members of Faculty Assembly. (Amended 10/19/12)

### **Article III MEMBERSHIP**

Every member of the Faculty Conference who is assigned to the College of Arts and Sciences shall be a member of the Faculty Assembly. In addition, adjunct faculty who are assigned to departments in the College of Arts and Sciences shall be members of the Faculty Assembly (except for the purpose of determining a quorum). If the eligibility of a person for membership is questioned, the Faculty Assembly shall be the judge of the qualifications for that person for membership in the Faculty Assembly. (Amended 3/23/12)

### **Article IV OFFICERS**

- Section 1. The presiding officer of the Faculty Assembly shall be titled Chair of the Faculty Assembly. The Chair shall be a tenured, full-time faculty member of the College of Arts and Sciences. No department chair or other administrative officer shall be eligible to chair the Faculty Assembly.
- Section 2. The Chair shall be elected for a one year term during the Spring semester preceding the academic year of his or her service.
- Section 3. The Chair of the Curriculum Committee shall preside when the elected Chair is absent or chooses not to participate. If the Chair of the Curriculum Committee cannot serve, the Chair of the Faculty Assembly shall designate another faculty member to preside.
- Section 4. The Secretary of the Faculty Assembly shall be appointed by the Chair of the Faculty Assembly.
- Section 5. The Parliamentarian of the Faculty Assembly shall be appointed by the Chair of the Faculty Assembly.  
(Amended 10/4/94)

### **Article V MEETINGS**

- Section 1. The Faculty Assembly shall prescribe for itself a suitable schedule of regular meetings. The Assembly may delegate to the Chair the responsibility for this scheduling.
- Section 2. At least one meeting of the Faculty Assembly shall be held each semester. Special meetings may be called by the Chair of the Faculty Assembly, by the Dean of the

College of Arts and Sciences, or by ten percent of the members of the Faculty Assembly.

Section 3. The agenda of scheduled meeting shall be prepared by the office of the Dean in consultation with the Chair of the Faculty Assembly, Agendas of special meetings shall be prepared by the official or group of faculty calling for the meeting.  
(Amended 1/23/97 and 3/23/12)

Section 4. A quorum shall consist of 35 percent of the membership of the Faculty Assembly.

- A. The number required for a quorum shall be determined at the beginning of each semester and shall be printed in the agenda of each meeting of the Faculty Assembly.
- B. At the beginning of each meeting of the Faculty Assembly the chair shall determine if a quorum is present. If a quorum is not present, the Assembly shall be able to conduct business subject to the following conditions:
  - 1. Seventy-five percent of the faculty in attendance shall vote that business be conducted.
  - 2. Final action on all substantive proposals (as distinguished from amendments and procedural actions) shall require the approval of two-thirds of those present and voting.
  - 3. If at any time during the meeting, attendance falls below 20 percent of the membership of the Faculty Assembly, debate may continue but the only motion in order shall be a motion to adjourn.
- C. The agenda shall be distributed so as to be in the hands of faculty no less than one calendar week in advance of the meeting of Faculty Assembly.  
(Amended 1/28/92)

Section 5. Nothing in these bylaws shall be construed as denying the Dean the right to place items on the agenda of any scheduled meeting, to present reports to the faculty at any scheduled meeting or special meeting called by the Dean, or to be recognized on the same basis as any member of the Faculty Assembly to discuss matters brought before the Assembly at any scheduled or special meeting.  
(Amended 10/4/94)

Section 6. Curriculum action requiring a vote from the CAS Faculty Assembly may be placed in extraordinary circumstances on an electronic voting forum. This action may be taken only with the full agreement of the chair of CAS Faculty Assembly, the CAS Curriculum Committee, and the majority of the CAS Nominating and Rules Committee; these last-named committees may themselves vote this permission electronically. Curriculum placed on the electronic forum may be voted on electronically if no recommendation for further discussion is registered within 7 days of initial posting to the online forum. Any recommendation for further discussion would cause the curriculum item to be placed on the agenda of the next CAS Faculty Assembly meeting where the matter would be discussed and voted on by members. Actions involving graduate courses or programs may undergo the same process with the Graduate Faculty Committee, but the permission of the Chair of the Graduate Faculty Committee will also be required. (Amended 09/02/16)

**Guidelines for Electronic Voting** An item may be placed on the electronic forum for a vote after it has received approval from the necessary parties. An email notification will be sent to all CAS Faculty Assembly members with a link to the online forum and summary of information regarding the curriculum item requiring a vote.

1. Voting members will have 7 days to review the curriculum item and supporting documentation.
2. During the 7-day period, any member may post a clarification question. Clarification questions posted to the forum will be answered by a designated person associated with the curriculum item.
3. Any CAS Faculty Assembly member may vote to open the item for further discussion if they have more extensive questions or concerns. This action would remove the curriculum item from the electronic forum and place it on the agenda of the next scheduled CAS Faculty Assembly.
4. After 7 days, the CAS Faculty Assembly chair will open a motion to approve. At this time, members may vote freely on the curriculum item.
5. Electronic voting options are yes/no/abstention. Members will have 7 days to vote on the motion. At least 15 percent of the Faculty Assembly (or, in appropriate circumstances, Graduate Faculty Committee) membership must actively participate for the vote to be considered valid; otherwise the item will be placed on the agenda for the next scheduled CAS Faculty Assembly.
6. The CAS Faculty Assembly secretary shall announce the results and declare the thread of “motions” closed. The secretary shall compile and maintain the complete thread of the motion.
7. The chair of CAS Faculty Assembly will have final discretion in deciding whether a vote will be held electronically or whether the issue should be scheduled for the next CAS Faculty Assembly meeting. (Amended 09/02/16)

## **Article VI-A CURRICULUM COMMITTEE**

Section 1. The Curriculum Committee of the College of Arts and Sciences shall be responsible to the Faculty Assembly and to the Graduate Committee of the College of Arts and Sciences for appropriate reports and recommendations concerning academic programs policies, regulations, instruction and curricula within the College of Arts and Sciences. (Amended 10/19/12)

Section 2. The Curriculum Committee shall consist of a maximum of eight members including seven members of the Faculty Assembly, not to include adjunct faculty, elected for two-year terms by the Faculty Assembly. The terms of the faculty members shall be staggered. No more than one member of a department may serve as a voting member on the Curriculum Committee in any given year. A voting member may not serve in succession more than two complete consecutive terms. If a member ceases to serve, a successor shall be elected for the unexpired term only. Department chairs are ineligible for membership on the Committee. The Committee will seek nominations from department chairs for a student member and an alternate. The recommendations will be forwarded to the Dean of Arts and Sciences. The student member and alternate majoring in the College of Arts and Sciences shall be appointed by the Dean

as voting members for one-year terms.

The Committee shall elect its own Chair and a Secretary from among its faculty members. The Dean of the College of Arts and Sciences or a designated representative shall sit as a non-voting member. The faculty member elected by the Faculty Assembly to serve on the Committee on University Curriculum shall sit as a non-voting member.

(Amended 11/21/83, 8/16/12, and 10/19/12)

Section 3. The committee shall create such sub-committees as it deems appropriate.

Section 4. The Curriculum Committee shall serve as a petitions committee to consider requests from students for exceptions to academic regulations and program requirements of the College of Arts and Sciences and its departments. (Amended 8/15/79). While the Committee may seek the advice of the student member on student petitions, only the faculty members shall sit as voting members while acting on petitions. (Amended 11/21/83)

## **Article VI-B PERSONNEL ADVISORY COMMITTEE**

Section 1. The Personnel Advisory Committee of the College of Arts and Sciences shall be responsible to the Dean of the College of Arts and Sciences for recommendations concerning promotions in faculty rank and the awarding of tenure to faculty members assigned to the College of Arts and Sciences and other matters referred to it by the Dean of the College of Arts and Sciences. (Amended 8/16/12)

Section 2. The Personnel Advisory Committee shall consist of five tenured members of the faculty assembly serving two-year terms, three to be elected in odd years, and two to be elected in even years. Elections will be held in late Spring (March-April) of each academic year for service to begin the following academic year. Members will be elected by the College of Arts and Sciences Faculty Assembly from a list of nominees, consisting of two nominations per position, submitted by the Dean of the College of Arts and Sciences. Additional nominations may be made from the floor of the Assembly. Each member shall serve a two-year term and is eligible for re-nomination and reelection, but may not be considered for promotion while serving. When possible, the committee shall be broadly representative of the College. At no point should all representation be from the same department. In instances where the election would yield the representation of a single department, the candidate with the least number of votes from the dominating department will be excused in favor of the candidate with next highest number of votes who is outside the representative department. The committee shall choose its chair from among its members. The Dean of the College of Arts and Sciences may participate without vote in the deliberations of the committee. However, the committee reserves the right to exclude the Dean from all or part of any of its meetings if a majority of the committee agrees that this is justified. The committee, in its deliberations, shall be receptive to any source of information relevant to a candidate's qualifications for promotion and/or tenure that is submitted by the candidate or participants in the official review process. The committee's recommendations concerning promotion in academic rank and/or granting of tenure to these candidates will be submitted in writing to the Dean of the

College or Arts and Sciences. If there is a dissenting opinion to the overall committee's recommendation, a separate report describing the said dissensions must also be submitted in writing to the Dean. The committee will normally meet in executive session; all business and committee's recommendations shall be considered privileged information and revealed only in accordance with established college procedures for appeal. (Amended 1/28/92, 8/16/12, 3/04/22)

### **Article VI-C NOMINATING AND RULES COMMITTEE**

- Section 1. The Nominating and Rules Committee shall be responsible for presenting to the Faculty Assembly no less than two nominations for each vacancy to offices filled by election by the Faculty Assembly, except as otherwise specified. It shall also be responsible for making recommendations to the Faculty Assembly concerning the conduct of elections.
- Section 2. The Nominating and Rules Committee will recommend to the Faculty Assembly appropriate changes in the bylaws. (Amended 3/23/12)
- Section 3. The Nominating and Rules Committee shall consist of three members of the Faculty Assembly, not to include adjunct faculty. One member shall be the faculty member elected by the Faculty Assembly as the Arts and Sciences representative to the Committee on Faculty Personnel of the Faculty Conference. Two additional members shall be elected for three year terms by the Faculty Assembly. Terms of all members shall be staggered. If a member ceases to serve, a successor shall be elected for the unexpired term only. The committee shall elect a Chair from among its own members. (Amended 1/23/97 and 8/16/12)
- Section 4. Custody and counting of ballots shall be the responsibility of the Secretary of Faculty Assembly, who will tally the votes with the assistance of a faculty monitor designated by the Nominating and Rules Committee. The faculty monitor may not be a candidate in that election. (Amended 3/23/12)

### **Article VI-D STUDENT RESEARCH COMMITTEE**

- Section 1. The mission of the College of Arts and Sciences Student Research Committee is to foster faculty-student relationships in scholarly and creative works that have a positive impact on students' academic experiences through the development of skills such as critical thinking, ethical decision making, and professional communication. This mission encourages students and faculty mentors to collaborate in the design and implementation of projects and the dissemination of results. These results are achieved through a student-centered learning environment that encourages discipline-specific and interdisciplinary research, scholarship, and creative activities.
- Section 2: The committee's goals are as follows: provide resources to develop and sustain high-quality faculty mentors, work with administration to develop and sustain resources to support student research, sustain a marketing plan aimed to make the student body aware of research opportunities within and across all disciplines, and support the

College's and the University's efforts to encourage and enable dissemination of scholarly and creative works.

Section 3: The Student Research Committee includes representatives from every department in the College of Arts and Sciences plus one student member who is majoring in one of the College's departments. Department chairs appoint one or two persons for renewable 3-year terms: members serve at the chairs' discretion. Appointment to the committee is staggered to ensure continuity. The student representative is a voting member and is elected to a one-year non-renewable term by the Council of Student Leaders; the Associate Dean of the College of Arts and Sciences is a non-voting member.

Section 4: The Student Research Committee elects officers from among its membership: a chair for a one- or two-year term and a secretary for a term of at least one year. Officers may serve consecutive terms.

Section 5: The chair distributes the agenda a week ahead of time by email. The chair may not vote on motions except in the case of a tie. The chair will report the committee's activities for the year to the Faculty Assembly, and the secretary will file the year's minutes with the Dean's Office. The chair will serve on the University's Undergraduate Research Advisory Committee. The Student Research Committee may create subcommittees as deemed appropriate. (Amended 10/21/16)

## **Article VI-E DIVERSITY AND INCLUSION COMMITTEE**

Section 1. The mission of the College of Arts and Sciences Diversity and Inclusion Committee is to promote a diverse<sup>3</sup> and inclusive faculty and staff in the College of Arts and Sciences during various stages of the search process as these fall under the purview of departmental search committees, educate and inform search committee chairs and personnel as to college, institutional, and national faculty profiles, educate and inform search committee chairs and personnel as to the realities of implicit bias, advise chairs and personnel as to best practices for combating implicit biases in search procedures, call search committee attention to possible instances of implicit bias during search proceedings, as needed, advocate on behalf of under-represented groups for their fair consideration at all stages of the search process, including placement in search short-lists, conversation lists, interview lists, on-campus visits, and the like, and to promote diversity and inclusion<sup>4</sup> in the College of Arts and Sciences by supporting department and program efforts to retain diverse faculty and staff.

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<sup>3</sup> "Diversity" is used here as it was defined by the Winthrop University Strategic Planning Group on Diversity: *For our purposes, diversity includes race, ethnicity, gender, gender identity and expression, sexual orientation, and religion; ... we urge university leaders to also consider factors such as international status, age, and disability when hiring instructors and professional staff.*" Final Report downloaded 2/21/19 from [www.winthrop.edu/uploadedFiles/president/DiversityRep-2016.pdf](http://www.winthrop.edu/uploadedFiles/president/DiversityRep-2016.pdf) (page 2).

<sup>4</sup> "Inclusion" is defined here as it was defined by the US Office of Personnel Management, Office of Diversity and Inclusion: *We define inclusion as a culture that connects each employee to the organization; encourages collaboration, flexibility, and fairness; and leverages diversity throughout the*

Section 2: The committee charge is as follows: identify and implement activities and/or strategies in order to increase diversity and inclusion in college faculty and staff, identify/implement/recommend activities and/or strategies to improve retention of underrepresented groups among college faculty and staff, work with departments to support their efforts to increase diversity in faculty hires, such as meeting with departments to share potential strategies, advocate for resources to support departments' efforts to increase diversity and inclusion in hiring and retention of faculty and staff, form subcommittees as deemed appropriate, compile, summarize, and report annual CAS diversity data to the CAS Faculty Assembly, share department-level diversity data with department chairs, and provide consultation with departments as requested.

Section 3: Department Chairs are encouraged to appoint at least one and no more than three representatives for up to two consecutive three-year terms. Members serve at the Department Chair's discretion. Appointments will be staggered to ensure continuity. The undergraduate student representative is a voting member and is elected to a one-year non-renewable term by the Council of Student Leaders. The graduate student representative is selected by the CAS Dean from Department Chair nominations, is a voting member, and will serve a one-year term. The CAS Associate Dean for Assessment and Graduate Programs and University Chief Diversity Officer are ex-officio, non-voting members. The committee will promote the diversity and inclusion of its membership and act accordingly.

Section 4: The committee elects officers from among its members, the Chair(s) serve(s) a one-year term and the Secretary for a one-year term. Officers may serve consecutive terms.

Section 5: The committee will meet at least once a semester. As necessary, interim meetings may be called by the Chair(s) or at the request of three or more committee members. The Chair(s) distribute(s) the agenda one week before the meeting date and executes the agenda during the meeting. The Secretary will take minutes of the meeting and distribute those minutes prior to the next meeting. The Chair(s) will report the Committee's activities annually at CAS Faculty Assembly. (Amended 1/17/20)

## **Article VI-F CONSTITUENT COMMITTEES**

The members of the Faculty Assembly who are appointed to each Department or Program within the College shall be members of a Faculty Committee of that Department or Program. Each Department or program shall have the authority to create its own organization and rules consistent with these by-laws. Eligibility for service on any committee of Faculty Assembly or

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*organization so that all individuals are able to participate and contribute to their full potential.* Strategic Plan downloaded 9/13/19 from <https://www.opm.gov/policy-data-oversight/diversity-and-inclusion/reports/governmentwidestrategicplan.pdf> (page 5).



the Graduate Faculty Committee must meet all requirements stated in the relevant bylaws.  
(Amended 10/19/12)

## **Article VI-G GRADUATE FACULTY COMMITTEE**

- Section 1. The Graduate Faculty Committee of the College of Arts and Sciences is a constituent committee of the Winthrop University Graduate Faculty Assembly. The members of the College of Arts and Sciences Faculty Assembly who are members of the Winthrop University Graduate Faculty Assembly shall be members of the Graduate Faculty Committee of the College of Arts and Sciences. (Amended 10/19/12)
- Section 2. The presiding officer of the Graduate Faculty Committee shall be titled Chair of the Graduate Faculty Committee. The Chair shall be a tenured, full-time faculty member of the College of Arts and Sciences who is a member of the graduate faculty. No department chair or administrative officer shall be eligible to chair the Graduate Faculty Committee.
- Section 3. The Chair shall be elected for a one year term during the Spring semester preceding the academic year of his or her service.
- Section 4. If the Chair of the Arts and Sciences Graduate Committee is absent or chooses not to participate, the Chair of the Curriculum Committee shall preside. If the Chair of the Curriculum Committee cannot serve, the Chair of the Graduate Faculty Committee shall designate another faculty member to preside. (Amended 10/19/12)
- Section 5. The Chair shall appoint a Secretary and Parliamentarian.
- Section 6. The Committee shall meet at the call of its Chair or any ten percent of its members.
- Section 7. It shall consider matters brought before it by its own members, the Curriculum Committee of the College of Arts and Sciences, the Constituent Committees of the College of Arts and Sciences, the Winthrop University Graduate Faculty Assembly and its subordinate councils and committees, or the appropriate administrative officers of Winthrop University.<sup>3</sup>
- Section 8. It shall submit appropriate reports and recommendations to the Winthrop University Graduate Faculty Assembly in accordance with the rules and procedures established by the Winthrop University Graduate Faculty Assembly. (Amended 1/23/97)

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<sup>3</sup> President, Vice President for Academic Affairs and Dean of the Faculty, Dean of the College of Arts and Sciences, and Dean of the Graduate School. (Amended 10/19/12)

## **Article VI-H OTHER COMMITTEES**

Each committee of the Faculty Assembly, standing or select, unless otherwise provided, shall elect its own chairman and secretary; shall meet at the call of the chairman or one-third of its members; and shall report on its activities at least once each academic year to the Faculty Assembly. All committee actions, except for the recommendation of the Personnel Advisory Committee, may be modified or reversed by the Faculty Assembly. All committee members, except those of the Personnel Advisory Committee and select committees designated by the

Faculty Assembly as closed, shall be open to all members of the Faculty Assembly unless the committee specifically votes to meet in executive session. From time to time the Faculty Assembly, in consultation with the student government, shall determine rules concerning student representation on committees of the Faculty Assembly.

## **Article VII PARLIAMENTARY AUTHORITY**

The rules contained in the most recent edition of Robert's Rules of Order shall govern the Faculty Assembly and all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order. All continuing special rules of order shall be made available to all faculty members of the Faculty Assembly.

## **Article VIII AMENDMENTS**

These bylaws can be amended at any regular meeting of the Faculty Assembly of the College of Arts and Sciences by a two-thirds vote of the members voting, provided that the proposed amendment has been placed on the agenda by a vote of the Faculty Assembly at the previous meeting. Such an amendment shall become effective upon ratification by the Faculty Conference of Winthrop University.

## **Article IX RATIFICATION**

Section 1. These bylaws shall be operative beginning August 15, 1975 provided that they are first passed by the Faculty Assembly and ratified by the Faculty Conference of Winthrop University.

Section 2. All programs, policies, and regulations previously operative in the area of responsibility of these bylaws shall be valid and operative until changed.

## **ORDER OF IMPLEMENTATION**

The Faculty Assembly of the College of Arts and Sciences authorizes the following actions prior to August 15, 1975 to prepare for the implementation the Bylaws of the Faculty Assembly of the College of Arts and Sciences.

1. The first election for committees under the new bylaws shall be held at a meeting of the Faculty Assembly during April 1975.
2. The Faculty members of the Executive Advisory Committee to the Dean of the College of Arts and Sciences shall have the responsibility for resolving problems regarding implementation of the new bylaws and shall serve as the initial nominating committee.

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