

## BYLAWS OF THE COLLEGE OF ARTS & SCIENCES

### PREAMBLE

These bylaws are written in the spirit of a mutual commitment to shared governance between the administration and faculty within the College of Arts & Sciences. Working relationships between administrators and faculty must be based on mutual respect, transparency, participation of the faculty and its elected representatives, and clarity of roles. These bylaws define procedures under which the College faculty and administrators conduct the business of the College through shared governance grounded in acceptance of mutual accountability and shared commitment. They are binding upon current and future administrative officers and members of the departments. If either faculty or administrators wish to deviate from procedures outlined in this document, revision and amendment procedures in sections 9, 10, or 14 of these bylaws must be followed.

### 1. Definitions

As used in these bylaws, the following terms have the following meanings:

- **College:** shall mean the College of Arts & Sciences (A&S or the College) of The University of Alabama (the University or UA), the constitution of which is described more completely in these bylaws.
- **Dean:** shall mean the dean of the College or Arts & Sciences of The University of Alabama, selected in accordance with the provisions set forth in these bylaws.
- **Department:** The College is divided into administrative and academic units called departments. Because of their history, some academic units lack “department” in their title; however, they are considered departments in the College. For purposes of these bylaws, only those units holding a majority faculty appointment will be considered departments.
- **Department Chair:** shall be understood to mean the director, department head, chair, or other duly appointed leader of an academic department within the College of Arts & Sciences of The University of Alabama.
- **FAC:** shall mean the Faculty Assembly Committee of the College of Arts & Sciences of The University of Alabama.
- **Faculty:** the College of Arts & Sciences understands faculty to be all persons with current tenured, tenure-track, or full-time faculty appointments within the College of Arts & Sciences.
  - **Voting Rights of Faculty:** for purposes of these bylaws, the right to vote on matters put to faculty of the College will be reserved, as it is by The University of Alabama Faculty Handbook, to tenured or tenure track faculty, or other personnel with full-time academic appointments within the College of Arts & Sciences, with half or less of their appointments devoted to administration.
  - **Part-time Faculty:** A&S faculty recognize that many part-time faculty members make substantive and valuable contributions to their departments and programs. In accordance with this recognition, FAC representatives and department chairs

are encouraged to poll part-time faculty members on matters of import to the College.

## 2. College

**2.1.** Historically, the College has been comprised of three academic divisions: Fine Arts and Humanities, Natural Sciences and Mathematics, and Social Sciences.

Department membership in a division is decided by the dean and may be changed by the dean upon petition by a department chair (with majority support of faculty in that department). Alterations to academic divisions themselves (i.e., changing their names or organizing principles) may be made by a vote of the faculty initiated by the FAC. Each academic department must fall into one of the College's divisions.

**2.2.** In a vote by the College faculty or the graduate faculty of the College, a majority of all eligible voters is required for a quorum unless otherwise stated in these bylaws. A decision requires the majority of ballots cast unless otherwise stated in these bylaws. College-wide votes of the faculty will typically be conducted electronically and by secret ballot.

**2.3. College-wide Meetings:** A minimum of one college-wide meeting will be held each fall and spring semester. Written notice shall be sent to all faculty and staff at least one week in advance. Additional meetings shall be held at the call of the dean. The dean must also issue a call and hold a meeting within one week (excluding summer) of the receipt of a petition signed by no fewer than twenty-five percent of the faculty. The dean or their designee will preside at college-wide meetings. An agenda will be distributed at least three working days prior to a meeting. The dean will open the floor to questions from faculty at every meeting and respond substantively whenever possible. A state of the College report by the dean shall constitute the first agenda item for the first meeting of each academic year. College-wide meetings will be conducted in accordance with *Robert's Rules of Order Newly Revised*.

## 3. Dean

The dean is the chief executive and chief academic officer of the College. In accord with the *Faculty Handbook* [Chapter 1.III.L], the dean is expected to conduct the business of their position in the spirit of transparency articulated in the preamble to these bylaws; thereby offering explanations of decision-making whenever possible.

**3.1. Qualifications:** The dean will have qualifications to be a professor with tenure in an academic department in the College. Typically, the dean should have administrative experience as a department chair or comparable administrative experience.

**3.2. Selection:** The selection process for deans is described in the *Faculty Handbook* [Appendix A.II]. The Provost of The University of Alabama, acting through authority granted by the President of The University of Alabama, appoints deans. However, appointments are made only after considering evaluations and advice of the faculty of the College and the advice of a search committee.

**3.2.1.** When a vacancy occurs, the provost in consultation with the president, or a designated representative, is mandated by the *Faculty Handbook* to meet with the faculty of the College. A senior associate dean (if one is designated) or the divisional academic dean with the longest term of service (if a senior associate dean has not been designated) will work with the provost in consultation with the president, or their designee, to arrange the meeting with the College faculty.

The election of faculty members to the search committee will be held electronically and anonymously under the direction of the senior associate dean or, if a senior associate dean has not been designated, the divisional academic dean with the longest term of service. Faculty will have one week to nominate faculty members, and all nominations must be approved by the nominated faculty member. The election ballot will be divided by academic division, although faculty may vote for candidates in all three academic divisions. The four faculty members with the most votes in each academic division will be recommended to the president, or their designated representative, to serve as the 12 members of the College's faculty elected to the search committee, subject to the following provisions: associate deans will not be eligible for election to the search committee as faculty members, and only one faculty member can be elected per department.

Once appointed as described in the *Faculty Handbook*, the chair of the search committee will promptly request direction from the President or their designee on how the committee should provide its advice (for example, whether the committee will produce a ranked list of finalists or otherwise indicate its assessment of candidates' acceptability).

**3.3. Evaluation:** The evaluation process for deans at The University of Alabama is described in the *Faculty Handbook* [Appendix A.III-IV]. A leadership evaluation of the dean by the faculty of the College occurs annually. In the fifth year, the electronic survey will contain the statement "I recommend to the provost to continue the current administrative leadership of the College" with responses of "Yes" or "No". Early evaluation of the dean can be initiated by faculty of the College under provisions described in the *Faculty Handbook* [Appendix A.IV.C].

**3.4. Rank and Tenure:** The granting of academic rank and tenure to the dean as part of the hiring process must be made according to the standards applicable to faculty members of the College and University as set forth by this document and

the Faculty Handbook.

**3.5. Duties and Responsibilities:**

- 3.5.1.** Leading the College in fulfilling its mission and vision as chief academic and administrative officer.
- 3.5.2.** Proceeding with the greatest feasible transparency on policy and strategic decisions; making divisional and departmental decisions transparent to faculty from origin to implementation.
- 3.5.3.** Calling meetings of the faculty and/or initiating College-wide votes of the faculty.
- 3.5.4.** Communicating regularly with the College's faculty, staff, and students regarding the College's successes and challenges.
- 3.5.5.** Determining the responsibilities for the assistant and associate deans and the staff of the College.
- 3.5.6.** Selecting assistant and associate deans and department chairs in consultation with relevant stakeholders.
- 3.5.7.** Creating new assistant or associate dean positions, or eliminating such existing positions, in consultation with the College faculty.
- 3.5.8.** Evaluating assistant and associate deans, department chairs, and College staff who report directly to the dean.
- 3.5.9.** Making recommendations for retention and tenure of tenure-track faculty and promotion of faculty while overseeing the tenure, retention, and promotion procedures of the College.
- 3.5.10.** Creating new staff positions or eliminating staff positions in the Office of the Dean as appropriate.
- 3.5.11.** Allocating faculty and staff positions in the departments.
- 3.5.12.** Allocating space assigned to departments.
- 3.5.13.** Making final determinations for raises of faculty and staff in the departments and of staff in the College.
- 3.5.14.** Effectively and efficiently managing the budget and resources of the College.
- 3.5.15.** Engaging the faculty and other constituencies of the College in planning and development of all areas of the College.
- 3.5.16.** Procuring new resources for the College.
- 3.5.17.** Promoting the College to the administration of the University and all other constituencies, including the public at large.
- 3.5.18.** Representing the College on the Council of Deans.
- 3.5.19.** Any additional powers or duties granted by the *Faculty Handbook*.
- 3.5.20.** Any additional powers or duties granted by the Provost.

**3.6. Department Chair Meetings:** The dean will hold regular meetings (generally monthly) with the department chairs and associate deans during the fall and spring semesters, with additional meetings being called as necessary. The dean may be represented at these meetings by an associate dean in case of a necessary absence.

**3.7. Faculty Assembly Committee (FAC):** The dean will seek input from the FAC on major issues and topics concerning the College that are not handled by a standing or ad hoc committee. The dean will put matters to a vote by the FAC as a representational body of the College and the FAC may put matters to a vote by the College faculty. As an ex officio member of the FAC, the dean may also propose business before the body, including, for example, resolutions and proposals.

**3.8. Creation, Merger, or Dissolution of Academic Departments:** The dean will follow procedures for the creation, merger, or dissolution of academic departments as described in the *Faculty Handbook* [Appendix I.II]

#### **4. Associate Deans**

Associate deans will be tenured faculty members with the rank of associate professor or professor in a department. Associate deans serve at the pleasure of the dean. The dean may designate one or more associate deans as senior. Typically, the associate deans should have administrative experience as a department chair or comparable administrative experience. The associate deans are expected to conduct the business of their position in the spirit of transparency articulated in the preamble to these bylaws; thereby offering explanations of decision-making whenever possible.

**4.1. Selection:** These positions, depending on their nature, may be filled by searches internal to the College or by nationwide searches. The selection procedures will be determined by the dean in consultation with the FAC.

**4.2. Evaluation:** The dean will seek input from the FAC in order to establish evaluation metrics for associate deans and will share these developed metrics with the FAC.

#### **4.3. Duties and Responsibilities:**

**4.3.1.** The responsibilities of associate deans will be determined by the dean unless otherwise outlined in this document.

**4.3.2.** Duties of the associate deans, collectively may include, but are not limited to Research; Graduate Affairs; Undergraduate Affairs; Diversity, Equity, and Inclusion; and International Affairs. Additional duties can be assigned at the discretion of the dean.

**4.3.3.** The associate deans will represent the College on the Council of Assistant and Associate Deans.

#### **4.4. Divisional Associate Deans**

Among the associate deans, each of the academic divisions of the College will be represented by a divisional associate dean. Divisional associate deans will be

governed by the rules and expectations of all associate deans with the additional requirements identified here.

- 4.4.1. Qualifications:** Divisional associate deans will be tenured faculty members with the rank of associate professor or professor (with preference for professor), typically in a department within the appropriate academic division.
- 4.4.2. Selection:** Upon the opening of a divisional associate dean position, the dean will announce the search for the position to the College. Only current tenured faculty within the College will be eligible for consideration for the position of divisional associate dean. Preferably within two months, the dean will review the applications and compose a short list of three candidates (unless fewer apply), whose names will be announced to the College. Their applications will be made available electronically to the faculty of the College for comments to the dean. The final selection will then be the responsibility of the dean. In the absence of a divisional associate dean, the dean may name an interim divisional associate dean. This person must meet the same qualifications as a regular divisional associate dean. The interim divisional associate dean will only serve for the time required for the selection process for a new divisional associate dean and no longer than one year, barring exceptional circumstances. Faculty of the division for which an interim divisional associate dean has been appointed may initiate a review of that interim divisional associate dean by adapting the petition or vote procedures for interim chairs as outlined in the *Faculty Handbook* (Appendix A).
- 4.4.3. Duties and Responsibilities:** The responsibilities of divisional associate deans will be determined by the dean unless otherwise outlined in this document. The divisional associate deans advise the dean and assist in divisional staff and faculty hiring.

## 5. Assistant Deans

The dean may name assistant deans to help administer the operations of the College. Assistant deans are staff positions and serve at the pleasure of the dean.

- 5.1. Evaluation:** As staff positions, assistant deans will be evaluated by the dean, who may consult the FAC or faculty of the College for input, as appropriate.
- 5.2. Duties and Responsibilities:**
  - 5.2.1.** The specific responsibilities of assistant deans will be determined by the dean unless otherwise outlined in this document.
  - 5.2.2.** The assistant deans will represent the College on the Council of Assistant and Associate Deans.

## 6. Departments

As stated in the definitions section of these bylaws, the College is divided into administrative and academic units called departments. Because of their histories, the School of Music, Blount Scholars Program, University Museums, and New College lack “department” in their titles; however, they are considered departments in the College.

**6.1.** All departments must have bylaws. These bylaws will include rules for faculty eligible to vote in tenure and promotion decisions and other departmental business, including issues related to graduate programs. In keeping with constitutional principles of governance, departmental bylaws must be consistent with those of the College, and, therefore, may not be more restrictive than those articulated in this document. Departmental bylaws will be reviewed by the appropriate divisional associate dean, who will consult with Office of Academic Affairs (OAA) for any additional guidance at instantiation to ensure they are consistent with college- and university-level policies. All bylaws must be reviewed by the department or College every year. The FAC will resolve instances of disputes between departmental bylaws and the bylaws of the College (Bylaws XIII.A-B) in consultation with the divisional associate dean and the department chair (or their designee).

**6.2. Department Chair:** The chief administrative officer of a department is the department chair. Because “department” is not in the name of their departments, the chief administrative officers of the School of Music, Blount Scholars Program, and New College are named “Directors”; but these positions are department chairs. Department chairs in tenure-granting departments are tenured faculty members in the department with the rank of associate professor or professor (with preference for professor). Department chairs serve at the pleasure of the dean and negotiate their term of service with the dean. The chair is expected to conduct the business of their position in the spirit of transparency articulated in the preamble to these bylaws, and, in so doing, to offer explanations of decision-making whenever possible.

### **6.2.1. Selection of Department Chairs:**

The process for selecting department chairs is described by the *Faculty Handbook* [Appendix A.V]. Unique to the College, this process will be administered by the relevant divisional associate dean(s) in consultation with the dean. Further, references to general support for candidates in the *Faculty Handbook* should be interpreted to mean majority support. Except in extraordinary circumstances, the dean shall select a chairperson from those candidates who have majority faculty support. If appropriate, a new search committee may be formed as outlined in the *Faculty Handbook*.

Interim or acting chair appointments typically will be a tenured associate professor or professor (with preference for professor) in the

department. Interim or acting chairs are subject to review and faculty advice provisions outlined in the *Faculty Handbook*.

**6.2.2.** The term of a department chair shall typically be for five years.

**6.2.3.** The evaluation process for department chairs is described in the *Faculty Handbook* [Appendix A.VI-VIII]. In addition to the procedures described there, in the fifth year or the last year of the negotiated term of the chair if less than five years, the electronic survey will contain the statement “I recommend to the dean to continue the current administrative leadership of the department” with responses of “Yes” or “No”. Early evaluation of the department chair can be initiated under provisions of the *Faculty Handbook* [Appendix A.VII].

**6.2.4. Duties and Responsibilities:**

(The following list is not exhaustive. For more details, refer to “Duties of Department Chair” found on the College’s eChairs website <https://echairs.as.ua.edu/duties-of-a-department-chair/> as well as the *Faculty Handbook*)

- A.** A department chair is the chief executive and academic officer of the department.
- B.** A department chair is responsible for developing and implementing (with faculty input) all goals, plans, and strategies for maintenance and development of the department’s academic program.
- C.** A department chair is responsible for the effective and efficient management of the resources of the department, including the allocation of space assigned to the department.
- D.** A department chair makes recommendations for salary raises for the departmental faculty and staff to the dean.
- E.** A department chair makes recommendations for retention and tenure of tenure-track faculty and for promotion of faculty to the dean.
- F.** A department chair is responsible for engagement of the faculty and other departmental constituencies in planning and development of all areas of the department.
- G.** A department chair will communicate regularly with the upper administration and department’s faculty, staff, and students regarding the department’s successes and challenges. The department chair will hold at least one departmental faculty meeting a semester, although more frequent meetings may be mandated by departmental bylaws.
- H.** A department chair will promote the department to the upper administration of the University and all other constituencies, including the public at large.
- I.** A department chair will represent the department at College department chair meetings.
- J.** A department chair is responsible for hiring and supervising



departmental staff in consultation with the College.

- K. A chair is responsible for student academic grievance issues at the department level.

## 7. Other Programs

The College contains a variety of other programs, centers, and initiatives beyond the formal academic departments. Their relationship to the College, including oversight, will be established when their association with the College is initiated. This will include discussion of these arrangements with the FAC.

## 8. Committees

### Preamble

An A&S faculty committee consists of a subset of A&S faculty appointed or elected for a specific function. Committee make-up, terms of membership, and the charge of the committee will be specified in these bylaws.

Common features of non-FAC committees in the College:

- All committee members will be faculty with voting rights, as described in the definitions section of these bylaws, and will be solicited by department chairs and selected by the dean after consultation with the FAC.
- All committee recommendations will be made directly to the dean and/or the College.
- All committees will record minutes of their meetings and will make an annual report to the College; a copy of this report will be provided to the FAC.
- All committees will be comprised of at least nine members of the faculty by equal representation among divisions, wherever possible. Committees may request that up to fifteen members, total, be appointed by the dean. Additional appointments will be by equal representation among divisions, wherever possible.
- Unless otherwise specified in the bylaw provisions for that committee, committee terms will be three years.
- Each committee will be chaired by an A&S faculty member.
- Unless otherwise specified in bylaw provisions for that committee, the dean will solicit a volunteer or volunteers to chair or co-chair committees.
- All committees should have appointments staggered on a yearly basis to ensure that a critical mass of experienced members is serving at all times.
- Unless otherwise noted, faculty can serve no more than two consecutive, full terms on a committee.
- All faculty members of the committee will have voting privileges.
- Associate deans, assistant deans, and office administrators, staff, and students in the College may serve on committees, but do so as non-voting, ex-officio members.

- Subject to FAC approval, the College may appoint members of committees of the College or the University to College-level committees in a non-voting, advisory capacity, as appropriate.
- Operating procedures of each committee will be maintained by the committee itself.
- Excluding the Tenure and Promotion Committee, a FAC member will sit on each standing committee of the College as a regular voting member. The FAC may recommend to the dean that a FAC member be appointed as either a regular voting member or as an ex officio member of an ad hoc committee. Ad hoc committees without FAC membership will provide minutes of their meetings to the FAC upon timely request.

## 8.1. Faculty Assembly Committee (FAC)

### 8.1.1. Purpose:

The FAC is tasked with duties concerning governance of the College, and with the goal of cultivating a culture of proactive governance among A&S faculty. A substantive component of the FAC's charge will be to act as a governing body and to maintain, interpret, update, and oversee amending the bylaws of the College, as needed.

In this capacity the FAC shall, as appropriate, vote on behalf of the faculty of the College or initiate college-wide votes of the faculty. Further, as the charge of the FAC includes serving as an advisory body to the dean, the FAC shall make recommendations and communicate issues of concern from the faculty to the dean or the College of Arts & Sciences.

Counterbalancing this advisory capacity will be a function of accountability, whereby the FAC, using the *Faculty Handbook* and these bylaws, shall hold the dean and the College accountable to the faculty.

The role of the FAC will not be to interfere in the purview of the College committees. Rather, the role of the FAC with regard to committees shall be to assure that governance of the College is carried out according to best practices and as representationally as possible across the divisions of the College. The FAC will refer issues regarding committees not following these Bylaws to the Dean's Office for resolution.

### 8.1.2. Membership:

- A. FAC members will be elected by each department in the College of Arts & Sciences.
- B. Each department, as defined in the definitions section of these bylaws, of the College of Arts & Sciences will be represented by one person.
- C. Eligibility for selection on the FAC will be in accordance with the definition of faculty in these bylaws. However, faculty members acting or appointed to roles as department chairs/directors, assistant or associate deans may not serve on the FAC.

**8.1.3. Term of Office of FAC members:**

- A. The term of service for FAC members is three years. Terms may not be served consecutively (except as noted below), but members may be re- elected or appointed three or more years after their most recent term. However, in departments with fewer than four full-time academic appointments, FAC members may serve two or more consecutive terms upon unanimous approval of the faculty of the department in question.
- B. Terms of service for officers shall be one year before rotating back into the FAC body. No FAC member can be an officer during their first year of service on the FAC.
- C. In the event that a FAC member is unable to fulfil their three-year term, the corresponding department will elect a new FAC member to finish out that term.
- D. Recall or removal of a FAC member will be based upon faculty conduct violations as outlined in the *Faculty Handbook* or as otherwise determined by the department's bylaws.

**8.1.4. Proxies and Absences:**

- A. FAC members may appoint proxies from their department, so long as the proxy is eligible to be a FAC member.
- B. After two consecutive meeting absences without a proxy, the department from which the absentee was appointed will be asked to elect a new FAC representative.

**8.1.5. FAC Voting Authority:**

- A. Anyone who is a member of the FAC may vote on FAC proceedings.
- B. Non-voting (i.e., participation) rights
  - i. The dean of the College of Arts & Sciences shall serve as a non-voting, ex officio member of the FAC.
  - ii. Assistant deans, associate deans, department chairs or other chairs/directors may be invited to speak to the FAC as needed.
  - iii. Full-time, part-time and retired faculty may attend FAC meetings and speak when issues affecting them are being discussed.
  - iv. Students may be asked to come and speak about issues before the FAC that affect the student body.
  - v. Non-voting members may be excluded when their position is being discussed or votes are being conducted.

**8.1.6. Chair of FAC committee:**

- A. The current membership shall select the FAC chair with a majority of the vote. The chair election will take place during the spring semester. The newly elected chair shall assume their responsibilities on August 15 of the following fall semester.
- B. The newly elected FAC chair will be announced by the second

- regularly-scheduled meeting of the FAC each spring semester.
- C. The term of the FAC chair shall be one academic year.
    - i. In order to be eligible for selection, the candidate must have served at least one year as a regular member of the FAC.
    - ii. FAC chairs may serve multiple terms so long as they are not consecutive. At least one year must pass between a chair's terms.
  - D. The FAC chair may be recalled due to dereliction of duties specified in these bylaws, or if they have been found guilty of conduct violations as outlined in the *Faculty Handbook* or the bylaws of their home department.
  - E. Recall must begin by a motion from the floor by any voting member accompanied by a written explanation of the reasons for recall.
  - F. The recall must pass with a 2/3 majority vote of the regular FAC membership.

**8.1.7. The scope of FAC authority shall include:**

- A. Any and all matters not subject to Alabama Council on Higher Education (ACHE), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the Board of Trustees of The University of Alabama System, policies of the University, provisions of the *Faculty Handbook*, or other pertinent authority.
- B. Calling meetings of the faculty of the College, which will be conducted in accordance with *Robert's Rules of Order Newly Revised*.
- C. Acting as a partner in governance, the FAC will work collaboratively with the dean to provide input, advice, and approvals to shape the affairs of the College. This power or authority may be delegated to other standing committees, as appropriate, including, but not limited to, the Undergraduate Curriculum Committee and the Graduate Curriculum and Affairs Committee.
- D. Initiating votes by the full faculty of the College.
- E. Polling college faculty on matters affecting the College.
- F. Requesting reports, data, or information concerning the administration of the College from the dean or College including, within reason, any and all duties and authorities under this section.
- G. Requesting the dean to obtain information from the Office for Academic Affairs or other departments of the University.
- H. In consultation with the dean, the FAC will develop search processes for associate dean positions.

**8.1.8. In addition to the authority listed in 8.1.7, the FAC will have authority to make recommendations to the College concerning:**

- A. Creation or dissolution of standing committees of the College.
- B. Creation of or dissolution of ad hoc committees or task forces of

the College.

- C. Policies and procedures regarding professional matters within the College (e.g., retention, promotion, contract renewal, etc.).
- D. Policies and procedures regarding academic quality (e.g., teaching awards, sabbatical and other research leave, student scholarship/research, merit raises, etc.).
- E. Issues affecting faculty morale (e.g., work-life balance, medical leave, etc.).
- F. Financial and budgetary matters affecting the College.
- G. Public affairs affecting the College (e.g. consultation and communication on affairs/events influencing the public facing identity/reputation of the College).
- H. Deciding issues concerning right to vote on college-wide matters, including enlarging the list of faculty in the College eligible to vote on a particular referendum.

**8.1.9. The FAC may assume additional duties:**

- A. At the request of the dean and approval by majority vote of the FAC.
- B. Upon majority vote of FAC.
- C. Upon a majority vote of the College faculty eligible to vote on a referendum authorizing the FAC to assume a duty.
- D. Assumption of additional duties is subject to provisions governing amendment of these Bylaws.

**8.1.10. FAC Actions involving Evaluation of the Dean:**

- A. If requested, the dean will meet with the FAC to respond to concerns once per year.
- B. The FAC may initiate a college-wide vote of no confidence in the dean upon approval of 2/3rds of FAC members. Upon a majority vote of no confidence by A&S faculty, the FAC shall forward a resolution to the dean and provost to this effect.

**8.1.11. FAC Actions involving Evaluation of the Associate Deans:**

- A. If requested, associate deans will meet with the FAC once per year to respond to concerns.
- B. The FAC may initiate a divisional vote of no confidence in a divisional associate dean upon approval of 2/3rds of FAC members. Upon a vote of no confidence, the FAC shall forward a resolution to that effect to the dean and divisional associate dean affected.
- C. The FAC may initiate a college-wide vote of no confidence in non-divisional associate deans upon approval of 2/3rds of FAC members. Upon a vote of no confidence, the FAC shall forward a resolution to that effect to the dean and the associate dean affected.

**8.1.12. Meetings of the FAC:**

- A. The FAC will have four ordinary meetings in the academic year. It will meet twice during the fall semester and twice during the spring semester. The meetings will occur in-person. A virtual meeting space

will be considered in-person as long as all people in the space can discuss and hand votes can be counted.

- B. If a special meeting is called to discuss a time-sensitive issue, the meeting may include remote participants via teleconferencing. Additional meetings may be called by the chair of the FAC, at the request of the dean, and/or by 25% of FAC membership upon written request
- C. Notice of agenda for ordinary meeting: The chair of the FAC will set the agenda in consultation with the FAC. The agenda will be sent to the FAC five business days before the meeting.
- D. Notice of agenda for special meeting: The chair of the FAC will set the agenda. The agenda will be sent to the FAC at least 24 hours before the meeting.

**8.1.13. Quorum:**

- A. A simple majority of the FAC membership constitutes a quorum, provided that notice provisions are met.
- B. Proxies will be counted toward the quorum.
- C. In special meetings, proxies, distance participants (e.g., phone or video conferencing), and email votes will count toward the quorum.

**8.1.14. Governing procedure:**

- A. Simple majority rules will govern deliberative and recommendation-based portions of FAC meetings unless a matter is disputed, whereupon *Robert's Rules of Order Newly Revised* may be invoked to adjudicate that matter.
- B. FAC votes pertaining to policies and procedures of or issues affecting the College will be conducted in accordance with *Robert's Rules of Order Newly Revised*.

**8.1.15. Voting:**

- A. Ordinary Meeting: Regular voting will be conducted by raising of hands or voice vote by those present.
- B. Special Meeting: Email, telephone, or teleconference voting will be counted in addition to the votes of those present in the room.
- C. Voting by secret ballot may be instituted on a given vote if requested by 10% of FAC membership participating in an ordinary or special meeting.

**8.1.16. Officers:**

- A. Chair of the FAC: The chair must be a current member of the FAC. The chair will preside over the meeting.
- B. Secretary of the FAC: The secretary will be solicited from the membership of the FAC and will be appointed upon approval by majority vote of the FAC. The secretary of the FAC will preside in the absence of the chair. The secretary of the FAC will serve as parliamentarian and consult past FAC chairs as appropriate.

**8.1.17. Limitations:** These bylaws do not authorize any activity by the FAC beyond the scope allowed by the Faculty Senate, the *Faculty Handbook*, the Board of Trustees of The University of Alabama System, applicable state laws, etc.

## **8.2. Undergraduate Curriculum and Instruction Committee**

### **8.2.1. Composition and Term Limits of the Committee:**

- A. Nine members will sit on the committee. Three members representing each division will be appointed.
- B. Each committee member will serve a three-year term.
- C. Staff from the College (e.g., Assistant Dean of Student Services and/or College Registrar or their designees) will provide appropriate logistical support to the Committee on matters relating to the Undergraduate Catalog, University Registrar policies, Accreditation, and other requirements, with the understanding that they do so in a non-voting, advisory capacity.

### **8.2.2. Responsibilities:**

- A. The Undergraduate Curriculum and Instruction Committee is responsible for reviewing proposals submitted by committees, including the FAC, as well as programs, departments, or individual faculty members of the College, including but not limited to programs, minors, majors, core review, and new courses, as necessary, to address overlap between programs or departments.
- B. All concerns pertaining to undergraduate curriculum and instruction, and outstanding issues pertaining to undergraduate education in the College, should first be referred to this committee.
- C. The curriculum committee will meet at least three times during each of the fall and spring academic semesters.
- D. The curriculum committee will consider and approve proposed changes and additions related to undergraduate curriculum and instruction, accounting for appropriate pedagogical rigor and service-learning ethics.
- E. The curriculum committee will develop metrics for course review evaluation criteria and will evaluate and approve changes, as appropriate, to existing programs or courses.
- F. The curriculum committee will liaise with the university-level Curriculum Committee in order to communicate their activities back to the College.

## **8.3. Diversity Committee**

### **8.3.1. Composition and Term Limits of the Committee:**

- A. Twelve to fifteen members will sit on the committee. Four to five members per division will be appointed.

- B. Each committee member will serve a three-year term.

**8.3.2. Responsibilities:**

- A. The Diversity Committee is responsible for promoting a diverse campus by helping to recruit and retain underrepresented and minority faculty, supporting student initiatives aimed at diversity and inclusion within the student body, and, finally, engaging the larger local and national communities in diversity initiatives.
- B. The committee will meet at least three times during each of the fall and spring academic semesters.
- C. An assigned budget from the College will cover expenses to conduct the business of the committee, including, but not limited to, sponsoring campus speakers and workshops, facilitating high school student outreach, and bestowing student awards.

**8.4. Research, Scholarship, and Creative Activity Committee**

**8.4.1. Composition and Term Limits of the Committee:**

- A. Nine members will sit on the committee. Three members representing each division will be appointed.
- B. Each committee member will serve a three-year term.

**8.4.2. Responsibilities:**

- A. The Research, Scholarship, and Creative Activity Committee will be an advocate of appropriate institutional policies, support structures, and facilities for research, scholarship, and creative activity of all kinds throughout the College. Advocacy efforts will include assisting with the identification of funding and resource support for new faculty members and those close to tenure.
- B. The committee will be consulted in, and or will evaluate, the development of research-related policies within or affecting the College, subject to relevant University-wide policies.
- C. The committee will meet as needed and has the responsibility of proposing subcommittees to address current responsibilities, with a minimum of one meeting per fall and spring semesters, each.
- D. The committee will have authority to address all issues including overhead distribution and conflicts of interest, subject to relevant University-wide policies.
- E. The committee will have the responsibility of or will delegate the responsibility of reviewing nominations and making recommendations on research, scholarship, or creative activity awards made by the college for all faculty and students.

**8.5. Graduate Curriculum and Affairs Committee**

**8.5.1. Composition and Term Limits of the Committee:**

- A. Nine members will sit on the committee. Three members representing each division will be appointed.



- B. Each committee member will serve a three-year term.

**8.5.2. Responsibilities:**

- A. All concerns pertaining to graduate curriculum and affairs, and outstanding issues pertaining to graduate education, should first be referred to the Graduate Curriculum and Affairs Committee via the Associate Dean for Graduate Education. The committee or the Associate Dean for Graduate Education will liaise with the Graduate School, as appropriate.
- B. The committee is responsible for reviewing proposals submitted by committees (including the FAC), programs, departments, or individual faculty members of the College, including but not limited to programs, certificates, and degrees.
- C. The committee will have the responsibility of reviewing nominations and making recommendations on any research, scholarship, or creative activity for all graduate student awards.

**8.6. Technology and Facilities Committee**

**8.6.1. Composition and Term Limits of the Committee:**

- A. Nine members will sit on the committee. Three members representing each division will be appointed.
- B. Committee members will serve a three-year term.
- C. Staff from the Office of Educational Technology will provide appropriate logistical support to the Committee on matters relating to the responsibilities of the Committee, with the understanding that they do so in a non-voting, advisory capacity.
- D. The associate dean whose duties include matters pertaining to space and facilities in the College, or their designee, will provide substantial logistical support to the Committee on these matters, with the understanding that they do so in a non-voting, advisory capacity.

**8.6.2. Responsibilities:**

- A. The Technology and Facilities Committee is responsible for gathering information regarding technology and facilities issues from the faculty, communicating the status of technology and facilities issues to the faculty, and advising the College's administration as to faculty priorities, preferences, and positions regarding technology and facilities planning, policies, and implementations.
- B. The committee will meet a minimum of two times per semester.
- C. Technology issues that fall under the committee's purview include, but are not limited to, the acquisition, replacement, maintenance, and attrition of hardware, software, and network provisions, human support and training, electronically enhanced classrooms and laboratories, high performance computing resources, and website development.
- D. Facilities issues that fall under the committee's purview include, but

are not limited to, construction, revitalization, and maintenance of the College's physical plant, the effective use and allocation of space resources, and determining current and future space needs.

## **8.7. Tenure and Promotion College Committee**

### **8.7.1. Composition and Term Limits of the Committee:**

- A.** Three faculty members will be appointed from each of the divisions: four professors and five associate professors, when possible, for a total of nine committee members. A professor will serve as the chair of this committee.
- B.** Committee members will serve a three-year term.
- C.** The associate dean whose duties include matters pertaining to tenure and promotion in the College, or their designee, will provide substantial logistical support to the committee on these matters, with the understanding that they do so in a non-voting, advisory capacity.

### **8.7.2. Responsibilities:**

- A.** Tenure and Promotion College Committee members will meet in the fall semester of the academic year to discuss the merits of each application for tenure or promotion.
- B.** Meetings will be scheduled as necessary by the associate dean responsible for tenure and promotion.
- C.** Each committee member will review all tenure and promotion applications.
- D.** The process for discussing applications will be decided upon by the committee. The committee will decide upon procedures for contending with applications that need more clarification.

### **8.7.3. Voting Rights:**

- A.** Consistent with the *Faculty Handbook*, committee members may not vote both at the department- and college-level on any tenure or promotion case. Members of the committee charged with representing a tenure or promotion case to the college should vote in their respective home departments.
- B.** All committee members will be eligible to vote on tenure and promotion cases to the rank of associate professor.
- C.** Only members with the rank of professor will be eligible to vote on promotion cases to professor.
- D.** While members of the committee representing cases or applications will vote in their respective home departments, they should represent (but not deliberate, per the *Faculty Handbook*) cases from those departments in committee discussion.

## **8.8. Ad Hoc Committees**

- 8.8.1.** As the need arises, ad hoc committees will be established by majority vote of the FAC to address issues outside the purview of standing committees.
- 8.8.2.** The FAC will determine, by majority vote, the composition of any ad hoc committee, and will write the charge for the committee including the length of time for which the committee will be established.
- 8.8.3.** Alternately, the dean may consult with the FAC to create ad hoc committees as appropriate.

## **9. Amendment and Interpretation of Bylaws**

The FAC reserves the right to propose amendments or alterations to these bylaws following the procedures for amendment. The FAC will give notice of proposed changes to faculty members, the dean, and administrative personnel.

- 9.1. Procedure for amendment:** Proposals to amend or change the bylaws of the College must be approved by a majority vote of FAC members. Proposals for amendments or changes to the bylaws may be made by committees or may be made from the floor but can be voted on only at a meeting after the one at which the proposal was introduced. Once approved by a majority vote of the FAC, a proposed amendment or change to the bylaws must be ratified by a majority vote of College faculty to take effect (pending approval by OAA and such other authority as may be required).
- 9.2. Interpretation of bylaws:** Terms defined in these bylaws shall have the meanings assigned to them in this document; or, if no definition is provided in this document, each term shall be assumed to apply the meaning provided in the *Faculty Handbook* to the College of Arts & Sciences; or, in the absence of a definition in the bylaws or in the *Faculty Handbook*, the FAC secretary, in their role as parliamentarian, will resolve matters concerning the meaning of these bylaws.

## **10. Procedures for Repeal of Bylaws**

- 10.1. Repeal:** The bylaws of the College may be repealed by a 2/3 vote of the members of the FAC, as subsequently ratified by 2/3 of A&S faculty.
- 10.2. Repeal and replacement:** The bylaws of the College may be repealed and replaced by a 2/3rds vote of the members of the FAC, and subsequently ratified by 2/3 of A&S faculty.

**11. Policies and Procedures Not Addressed in These Bylaws**

Except as otherwise stated in these bylaws, and unless inapplicable to the College, the College of Arts & Sciences adopts all policies and procedures included in the *UA Faculty Handbook* or superseding university policies and applies them to the College and its constituent departments. This adoption and application shall include amendments or revisions to that document as approved from time to time by the Faculty Senate.

**12. Resolution of conflicts between *Faculty Handbook* and A&S Bylaws**

**12.1.** Unless prohibited by the *Faculty Handbook* or other superseding authority, all conflicts between these bylaws and the *Faculty Handbook* are to be interpreted to afford and preserve to the College the fullest possible exercise of its rights and authorities. Authority afforded under these bylaws is subject to the limitations of the *Faculty Handbook* and relevant University or System policies.

**12.2.** Where provisions of the College's bylaws are found to exceed the authority of the College or superseding university policies, or are otherwise unenforceable, as many of the remaining provisions as are valid and enforceable shall still apply.

**13. Resolution of conflicts between Departmental and A&S Bylaws**

**13.1.** Unless prohibited by the *Faculty Handbook*, the bylaws of the College of Arts & Sciences, or other superseding authority ("Countervailing Authority"), all conflicts between these departmental bylaws and Countervailing Authority are to be interpreted to afford and preserve to the departments the fullest possible exercise of their rights and authorities.

**13.2.** Where provisions of departmental bylaws are found to exceed authority afforded to departments by Countervailing Authority, or are otherwise unenforceable, as many of the remaining departmental bylaws provisions as are valid and enforceable shall still apply.

**14. Periodic re-evaluation of A&S Bylaws**

**14.1.** The College of Arts & Sciences bylaws will be reviewed and renewed annually during the first spring meeting of the Faculty Assembly Committee by a majority vote of the FAC members. Suggestions for changes should be addressed to the FAC chair.

**14.2.** Revisions proposed at the annual review of the bylaws will involve discussion and vote by the Faculty Assembly Committee, and ratification by the entire A&S faculty as outlined in the procedure elucidated in section 9.1. above.

**14.3.** Should a scenario arise that would require an immediate change to the bylaws, the procedure elucidated in section 9.1. would be initiated. Should that change require a repeal of the bylaws, the procedure elucidated in section 10 would apply.

**15. Relation to University and System Administrative Policies**

These bylaws are governed by and subject to the administrative policies of the University of Alabama and Board of Trustees of the University of Alabama System.

