

## **BYLAWS OF THE COLLEGE OF ARTS AND SCIENCES FACULTY COUNCIL**

(Revised and approved by Faculty Council 5/3/89)  
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### **SECTION ONE. STANDING COMMITTEES**

#### **I. GENERAL PROVISIONS FOR STANDING COMMITTEES OF THE COLLEGE OF ARTS AND SCIENCES FACULTY**

##### **A. Creation of Standing Committees**

The standing committees of the College of Arts and Sciences faculty are in the first echelon for conduct of the majority of the legislative business of the College faculty, both in the area of primary authority of the College faculty and in that of advisory authority. Standing committees are responsible to the College faculty through the Faculty Council. There are hereby created the following standing committees of the faculty: The Academic Affairs Committee, the Administrative and Faculty Affairs Committee, the Distinctions and Awards Committee, and the Executive Committee.

##### **B. Scope of Duties**

The standing committees of the College of Arts and Sciences faculty concern themselves with matters which are of significance to the College of Arts and Sciences faculty as a whole; policies which apply between, or which affect several of the constituent departments; and matters which although arising within one department have an influence upon the character and destiny of the College. Issues which pertain only to individual departments will normally be dealt with by those departments unless appealed to the Faculty Council pursuant to the Constitution of the Faculty of the College of Arts and Sciences.

##### **C. Membership of Standing Committees**

The membership of standing committees is composed of faculty members elected by the Faculty Council, ex officio members from the faculty and administration serving pursuant to the provisions of these bylaws, and faculty and

student members elected or appointed by others pursuant to these bylaws. Administrative members shall participate in all privileges and duties of the committees, including the privilege of making and seconding motions, but excluding the privilege of voting.

#### **D. Liaison Members**

Each standing committee shall have the number of members specified by these bylaws. Except for the Executive Committee, one member of each committee shall also be a member of the Faculty Council who is appointed to a term of one year by the Chairperson of the Faculty Council to serve as liaison between the standing committee and the Faculty Council. In the event that no member of a committee is a member of the Faculty Council, or in the event that no Faculty Council member who is a member of a committee is willing to serve as liaison, the Chairperson of the Faculty Council may appoint any member of the Faculty Council as an additional member of such committee to serve as the liaison member for one year with all duties and privileges of a committee member. The Chairperson of the Faculty Council shall appoint standing committee liaison members not later than the regularly scheduled Faculty Council meeting each April.

#### **E. Elections of Members of the Executive Committee**

In time for the spring election meeting of the new Council, the Executive Committee will distribute a list of the Faculty Council for the coming year and solicit nominees to stand for election to offices. New and continuing Council members may nominate themselves or other members. If the Executive Committee does not receive at least two nominees for each office, it will nominate consenting members of the Council to complete the slate.

#### **F. Election of Members of Standing Committees**

1. Faculty members of standing committees will be elected in accordance with the timeline of Section Six of these bylaws.
2. The undergraduate representative to the Standing Committee for Academic Affairs must be pursuing a major in the College of Arts and Sciences and shall be selected by the Student Government Association of ISU for a one-year term. The graduate student representative to the Standing Committee for Academic Affairs must be pursuing a program of study in the College of Arts and Sciences and shall be selected by the Graduate Student Association of ISU for a one-year term. Both selections shall be made by April 15 for service during the following academic year.

#### **G. Vacancies on Standing Committees**

Any vacancy on any standing committee caused by the unavailability of the elected faculty member shall be filled by appointment from the list of alternates previously elected to serve for the duration of the term of the faculty member who has become unavailable. In the event that alternates representing an appropriate group of faculty are no longer available, the Executive Committee of the Faculty Council will serve as a nominating committee to prepare a slate of nominees from the most recent committee preference forms. Balloting shall proceed as in the manner prescribed for regular standing committee elections.

#### **H. Standing Committee Organization**

The Faculty Council liaison member of each standing committee shall convene an organizational meeting of her/his Committee before the end of the spring semester in which new committee members will have been elected. At that meeting, the standing committee shall elect its own chairperson and such other officers as it deems necessary from among the elected faculty members.

#### **I. Open meetings**

Meetings of the standing committees shall be open to any faculty member except when the committee declares an executive session which shall be closed. Declaration of an executive session shall be only for the most unusual circumstances which shall be reported to the Faculty Council at its next regularly scheduled meeting.

## **J. Annual Reports**

Each committee shall present a written resume of its activities and attendance for each year at the final Spring meeting of the College of Arts and Sciences Faculty Council.

## **II. COMPOSITION OF THE STANDING COMMITTEES**

### **A. The Academic Affairs Committee**

#### 1. Membership and Voting

##### a. Membership:

Five elected Faculty Members, one from each of the following areas: Arts & Humanities, Natural Sciences & Mathematics, and Social & Behavioral Sciences, and two at-large members. Both at-large members may not be from the same area.

Dean, or the Dean's designated representative, College of Arts and Sciences (ex-officio)

One undergraduate and one graduate student who are pursuing programs of study in the College of Arts and Sciences.

##### b. Voting members:

All elected faculty members and the appointed Faculty Council Liaison. Non-voting members include the Dean of the College, or the Dean's designated representative, and the student representatives.

#### 2. Terms of Office for Elected Members

The elected faculty members shall serve staggered two-year terms. Three of these members, two area representatives and one at-large member, shall be elected in year one; two of these members, one area representative and one at-large member, shall be elected in year two. After year two, the cycle is repeated.

#### 3. Responsibilities

The Academic Affairs Committee recommends policy concerning the following:

a. Requirements for all graduate and undergraduate degrees and all degrees or certificates.

b. Requirements for all major and minor curricula and other programs of study.

c. All courses of instruction, including those offered through the Division of Lifelong Learning; and all workshops, travel courses, and other special offerings, whether with or without academic credit.

d. All graduate and undergraduate curricular proposals for new programs and substantial revisions to current programs must be examined by the committee.

### **B. The Administrative and Faculty Affairs Committee**

#### 1. Membership and Voting

Six voting members as follows: three elected faculty members with one from each of the main divisions of the College (Arts and Humanities, Natural Sciences and Mathematics, Social and Behavioral Sciences), the current and

former Chairpersons of the Faculty Council, and a representative selected by departmental chairpersons, chosen annually. The Dean or Dean's designated representative is a non-voting ex-officio seventh member, appointed annually.

## 2. Terms of Office for Elected Members

The three elected faculty members shall serve staggered two-year terms. In any given year, these three shall represent the three groups of faculty (Arts and Humanities, Natural Sciences and Mathematics, and Social and Behavioral Sciences).

## 3. Present and Immediate Past Chairpersons

Should the immediate past Chairperson be unavailable to serve on the Administrative and Faculty Affairs Committee, the vacancy will be filled by the immediate past Vice Chairperson. Should the immediate past Vice Chairperson be unable to serve in place of the immediate past Chairperson, the vacancy will be filled by the immediate past Secretary. Should neither the immediate past Chairperson, immediate past Vice Chairperson nor the immediate past Secretary be available to serve, the seat shall remain vacant.

## 4. Responsibilities Pertaining to Administrative Issues

The Administrative and Faculty Affairs Committee recommends policy and action concerning the faculty's advisory authority in administrative matters, particularly those matters dealing with the following:

- a. The organization and reorganization of administrative services.
- b. Selection and removal of principal administrative officers having College-wide responsibility.
- c. College and departmental budgets.
- d. College development and physical facilities.
- e. The coordination of budgetary and academic issues toward the end of developing recommendations on intermediate and long-term goals and plans.

## 5. Responsibilities Pertaining to Faculty Issues

The Administrative and Faculty Affairs Committee recommends policy concerning the following:

- a. Appointment, retention and tenure.
- b. Promotion.
- c. Facilitation of teaching and research, including teaching load.
- d. Leaves of absence.
- e. Freedom of expression and academic freedom.
- f. Professional ethics and faculty conduct and discipline.

## **C. Distinctions and Awards Committee**

### 1. Membership and Voting

Five elected faculty members, one from each of the main areas of the College: (Arts & Humanities, Natural Sciences & Mathematics, and Social & Behavioral Sciences), and two at-large members. Both at-large members may not be from the same area.

## 2. Terms of Office for Elected Members

The elected faculty members will serve staggered two-year terms. Three of the members, two area representatives and one at-large member, shall be elected in year one; two of these individuals, one area representative and one at-large member, shall be elected in year two. After year two the process is repeated.

## 3. Responsibilities

Distinctions and Awards Committee will have responsibility in two areas:

- a. Recommend policy regarding scholarships, student awards and honors, and determine who among the students of the College will receive scholarships, honors and awards given by the College.
- b. Recommend policy regarding honors and awards given by the College to its faculty and review applications for these honors and awards and recommend recipients of them.

## **D. The Executive Committee of the Faculty Council**

Members of the Executive Committee should be tenured faculty, if possible. The Chair must be tenured.

### 1. Membership and Voting:

#### a. Membership:

Chairperson of the Faculty Council

Vice Chairperson of the Faculty Council

Secretary of the Faculty Council

#### b. Voting members:

Chairperson of the Faculty Council

Vice Chairperson of the Faculty Council

Secretary of the Faculty Council

### 2. Responsibilities

The Executive Committee of the Faculty Council has the following duties and responsibilities:

- a. assign matters to be brought before the Faculty Council to the appropriate standing committee;
- b. convene prior to each Council meeting to discuss current concerns and to prepare an agenda;
- c. consider special matters without legislative or advisory significance referral to the Faculty Council without prior committee referral;
- d. prepare election materials and conduct the elections of subsequent Faculty council officers and elected standing committee members as provided in the Constitution and Bylaws;
- e. appoint replacements to the Promotions and Tenure Committee and the Foundational Studies Council from the list of alternates previously elected;

f. prepare a year-end summary of ongoing business for the new Executive Committee and suggest a list of charges for new standing committees for the upcoming year;

g. consult as appropriate with faculty, administrators, students and others concerning matters relevant to the operation of the Faculty Council.

## **SECTION TWO. OTHER COMMITTEES**

(Approved by Faculty Council 4/10/91)

(Revised and approved by Faculty Council 5/8/91)

(Revised and approved by Faculty Council 1/12/94)

(Revised and approved by Faculty Council 4/13/99)

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(Revised and Approved by Faculty Council 2/1/12)

(Revised and Approved by Faculty Council 1/22/14)

(Revised and Approved by Faculty Council 10/14/15)

(Revised and Approved by Faculty Council 11/09/16)

The Faculty Council, as a representative of the entire faculty of the College of Arts and Sciences, acts as an agent for the total Arts and Sciences faculty. In this capacity, the Council members elect the members of the Promotion and Tenure Committee and the Grade Appeals Committee. The procedure for selecting members for the Mediation Pool is indicated in part B of Section Two.

### **A. Promotion and Tenure Committee**

#### **1. Identification of Candidates for Committee Membership**

The College of Arts and Sciences Promotion and Tenure Committee is composed of nine (9) members, all of whom must be tenured faculty members of the College of Arts and Sciences and at least two-thirds of whom must hold the rank of professor. Department chairpersons may not serve on the Committee, nor may faculty who are candidates for promotion. In accordance with the timeline of Section Six of these bylaws, the Dean shall contact the department chairpersons requesting names of nominees for membership on the Committee. After consultation with the department faculty and having obtained agreement from the nominee(s) to serve if elected, the chairperson shall forward the name(s) of the selected individual(s) to the Chairperson of the Faculty Council. In case of departments of ten or fewer faculty members, the chairperson shall submit one name. In the case of departments of more than ten members, the chairperson shall submit two names. Individuals serving on the College Promotion and Tenure Committee may not discuss, rank, or vote on the candidacy for promotion or tenure of those in their home department or in another department.

#### **2. Preparation of the Slate**

The Executive Committee of Faculty Council shall endeavor to provide equal balance of nominees from the three faculty groups among the general categories of: a) Arts and Humanities, b) Natural Sciences and Mathematics, and c) Social and Behavioral Sciences. The Executive Committee shall select nominees from the area of Arts and Humanities to insure that at least one of the three members shall represent the fine and performing arts (e.g., music, arts, theater, and oral interpretation) and at least one shall represent the humanities. The Executive Committee shall select at least three nominees for each regular position to be filled, being certain to assure that, insofar as possible, the slate reflects the gender and ethnic diversity of the College faculty as a whole, and forward these names to the Faculty Council in accordance with the timeline of Section Six of these bylaws. At the first election of the Committee, three members and alternate members shall be elected for terms of three years; three members and alternate members shall be elected for terms of two years; and three members and alternate members of the

Committee shall be elected for terms of one year. In subsequent elections, members shall be elected for three-year terms.

### 3. Term of Membership

Election to the Committee is for three (3) years with one-third of the Committee members completing the term each May. In case of resignations from the Committee, the elected replacement shall complete the three-year term of the individual no longer able to serve. Members of the Committee are not eligible for re-election to the Committee until the expiration of a period of three years from their last day of service on the Committee.

### 4. Replacement of Alternates

In the event that both the regular and the alternate member is unable to complete a term on the Committee, the Faculty Council may, at a special election during any regular Council meeting, elect new alternate members as needed to fill vacancies for the unexpired portions of the original members' terms. The Executive Committee shall prepare a slate of nominees, being careful to insure equal representation among the three faculty groups (Humanities and Arts; Natural Sciences and Mathematics; and Social and Behavioral Sciences). Nominations shall be accepted from the floor, providing the nominee has given prior consent and is from the appropriate faculty group. The election shall be conducted in the same manner as elections to standing committees of the Council.

### 5. Organization of the Committee

The first meeting of the Promotion and Tenure Committee shall be called by the Dean of the College of Arts and Sciences who shall charge the Committee with its responsibilities. The members of the Promotion and Tenure Committee will select a chairperson from its members at the initial meeting.

### 6. Procedure for Voting

After deliberation, the members of the Committee shall vote "yes" for approved or "no" for not approved for each individual candidate for tenure and/or promotion. If the "yes" vote is greater than a tie, the candidate is approved. After this vote, those candidates being approved will be ranked by the members voting. Each candidate will be assigned a rank based on the mean ranking of the Committee members. When candidates are tied during ranking, voting members shall rank within the tie. A statement of justification will accompany each recommendation of the College Promotion and Tenure Committee. Committee member(s) from a nominee's department must not be present during the discussion and vote on that candidate; moreover, persons from another department whose personal or professional closeness to a candidate suggests a possible conflict of interest should recuse themselves from consideration of that candidate.

## **B. The Mediation Pool**

1. Identification of Candidates for Mediation Pool In accordance with the timeline of Section Six of these bylaws, the Dean shall contact the school and department chairpersons requesting name of one candidate for membership in the Mediation Pool. Candidates must be tenured faculty. After consultation with their faculty and having obtained agreement from the nominee to serve if selected, the chairperson shall forward the names of the selected individual to the Dean's office.

### 2. Term of Membership

Election to the Mediation Pool is for one (1) year.

### 3. Selection of Hearing Committee

The method of selecting Hearing Committee members is delineated in Section Three, III of these bylaws. The operational procedures for the Hearing Committee are set forth in Section Three, III and IV.

## **C. Grade Appeals Committee**

1. Identification of Candidates for the Committee

The College of Arts and Sciences Grade Appeals Committee is composed of five members, all of whom must be tenured faculty members of the College of Arts and Sciences. The Committee shall include one member from Arts & Humanities, one member from Natural Sciences & Mathematics, one member from Social and Behavioral Sciences, and two at-large members. The two at-large members may not be from the same faculty group. In accordance with the timeline of Section Six of these bylaws, the Chairperson of the Grade Appeals Committee shall notify the Faculty Council of impending term completions among Committee members and of resignations of Committee members who have not completed their designated term. Candidates for nomination shall be identified from a list of volunteers recommended by the academic departments in each of the three faculty groups or by recommendation of Faculty Council members representing each faculty group to ensure the vacant seats will be filled and that at least two alternates will be elected for each of the faculty groups. The names of candidates who have agreed to serve shall be forwarded to the Chairperson of the Faculty Council.

## 2. Preparation of the Slate

The Executive Committee of the Faculty Council shall prepare a slate of nominees, being careful to ensure proper representation from each of the faculty groups (Arts & Humanities, Natural Sciences & Mathematics, and Social and Behavioral Sciences) as specified above in Section Two D. 1. of these bylaws, and to ensure that there are always two alternates available from each faculty group. Nominations shall be accepted from the floor, provided that the nominees have given prior consent. Two alternates from each faculty group will be elected for one-year terms and will be eligible to replace members of the same faculty group who are unable to complete their terms. The nominee receiving the second highest number of votes for a given faculty group shall be the first alternate for that group, while the nominee receiving the third highest number of votes for a given faculty group shall be the second alternate. If in a given year, the seats that are up for election do not include representation of one of the three faculty groups, nominees for alternates from that group shall be sought and included in the slate in order to ensure that two alternates for that faculty group are available for that year. In the case of a resignation (either of an at-large member or a member specifically representing one of the three faculty groups), the first alternate in the resigning member's faculty group shall replace the resigning member. If the first alternate is unable to attend the Grade Appeals Committee meetings, the second alternate will be eligible to fill the empty seat.

## 3. Method of Election

The new members of the Grade Appeals Committee and the alternates shall be elected by secret ballot during the regularly scheduled March meeting of the Faculty Council. Notice of election results shall be sent to the nominees no more than one week after the March election.

## 4. Term of Membership

Election to the Grade Appeals Committee is for two years with two or three Committee members completing the term each year. In case of resignations from the Committee, the elected alternate shall complete the two-year term of the individual no longer able to serve to ensure maintenance of the two-year staggered term structure. Members may be elected for two consecutive two-year terms, but then must wait one academic year before regaining eligibility for election.

## 5. Replacement of Alternates

In the event that both the regular and the alternate members are unable to complete a term on the Grade Appeals Committee, the Faculty Council may, at a special election during any regular Faculty Council meeting, elect new alternate members as needed to fill vacancies. Alternates will complete the original members' terms. The Executive Committee of the Faculty Council shall prepare the slate for these elections, but nominees shall be accepted from the floor, provided the nominees have given prior consent. The elections of these alternates shall be conducted according to the regulations specified for elections held during the regularly scheduled March meeting.

## 6. Compensation for Summer Service

Grade Appeals Committee members must be available during the summer to review grade appeals that originate at the end of the Spring term or at the end of one of the Summer terms.

# **SECTION THREE. MEDIATION PROCEDURES**



(Revised and approved by Faculty Council 2/10/88)  
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## **I. MEDIATION PROCEDURE OF THE FACULTY -- STEP 1**

### **A. Filing the Request**

Any member of the College of Arts and Sciences may present a request for mediation in writing to the Chairperson of the Faculty Council. The originator(s) shall submit to the Chairperson the following in writing: The nature of the dispute, a summary of evidence to be submitted, and the desired resolution of the problem. If clarification is needed, the Chairperson will notify the originator(s) and request additional information. A request for mediation must be submitted within six (6) months of the originating person's/(persons') knowledge of events giving rise to the problem. Filing a request for mediation within the prescribed time shall be a condition precedent to the hearing and mediation of the matter.

### **B. The Screening Committee**

Within ten (10) working days of the receipt of the request, the Chairperson shall arrange for an informal meeting between the originating party/parties [hereinafter referred to as the originator(s)], the other party/parties involved in the dispute [hereinafter referred to as the respondent(s)], and a screening committee to assist all parties in finding a mutually agreeable resolution of the dispute. The Screening Committee shall consist of the Chairperson, Vice Chairperson, and Secretary of the Faculty Council and the Chairperson of the Administrative and Faculty Affairs Committee. In case any of the potential members of the Screening Committee is also a member of the originator's/(originators') department, that potential member shall be ineligible to serve and the remaining officers of the Faculty Council will choose a replacement by lot from among the remaining members of the Administrative and Faculty Affairs Committee. The Chairperson of the Faculty Council shall preside over all meetings of the Screening Committee. Should the Chairperson of the Faculty Council be ineligible to serve pursuant to these bylaws, the Vice Chairperson of the Faculty Council shall preside over the Screening Committee. If both the Chairperson and the Vice Chairperson of the Faculty Council are ineligible to serve pursuant to these bylaws, the Secretary of the Faculty Council shall preside over the Screening Committee.

### **C. Screening Committee Function**

The role of the Screening Committee is to do the following:

1. See that each party understands the position of the other.
2. Identify the areas of agreement and disagreement between the parties.
3. Determine what resolution is desired by each party.
4. Help the parties reach a mutually agreed upon solution.

## **II. MEDIATION PROCEDURE OF THE FACULTY -- STEP 2.**

If the informal meeting prescribed in Step 1 [Section Three, II] fails to resolve the problem, the originator(s) thereafter may request a formal hearing within ten (10) working days. Then, the Screening Committee will, within seven (7) working days of receipt of the request, determine whether the dispute is within its jurisdiction and of sufficient seriousness and the evidence of sufficient weight to merit a hearing. If the Screening Committee decides that the matter is not within its jurisdiction, it shall inform the originator(s) of the next proper procedural step to pursue and provide in writing its reasons for this decision.

## **III. MEDIATION PROCEDURE OF THE FACULTY -- STEP 3.**

The Chairperson of the Faculty Council shall appoint a Hearing Committee within ten (10) working days if the Screening Committee agrees that a request for mediation has merit. The mediation pool from which the Hearing Committee is selected consists of one member from each school and department of the College. The Hearing Committee consists of five members chosen by lot from among the members of the mediation pool in such a manner to provide at least one member from each of the main divisions of the College (Arts and Humanities, Natural Sciences and Mathematics, Social and Behavior Sciences) and two at-large members. At least one of the at-large members must be from a department within the same division as the originator of the mediation. No member of the originator's/(originators') and the respondent's/(respondents') department may serve on the Hearing Committee. The members of the Hearing Committee will elect a chairperson from its membership at its initial meeting.

## **IV. MEDIATION PROCEDURE OF THE FACULTY -- THE FORMAL HEARING – STEP 4.**

### **A. Hearing Committee Procedural Rules**

Upon notification from the Screening Committee, the Chairperson of the mediation Hearing Committee shall first meet with the originator(s) and the respondent(s), separately or together, in an effort to resolve the matter informally. The Chairperson is free to call in anyone, except other members of the mediation Hearing Committee, who may be helpful in resolving the dispute.

If the informal procedure above is unsuccessful, the request for mediation shall go forward to the full Hearing Committee for a formal hearing. Materials should be prepared and available to the Hearing Committee within ten (10) working days; an extension may be granted by the Chairperson, in the interest of fairness. The Hearing Committee may request additional information to supplement these materials. Materials presented by the originator(s) and respondent(s) should contain everything they deem relevant to the dispute. This includes a list of witnesses each side wishes to call and suggested questions to ask of both sides. It is the responsibility of the parties to have the witnesses available when they are to be called. The Hearing Committee may call additional witnesses if it feels that such witnesses will be helpful. Each side has the right to obtain all written materials presented by all parties before the formal hearing begins. After receiving the presentations by the originator(s) and respondent(s), the Hearing Committee will hold a hearing within ten (10) working days.

A formal hearing by the Committee requires the participation of all members. The Chairperson of the Committee shall preside at the meeting and is allowed a vote only in the case of a tie. A Committee member may withdraw from the hearing due to a conflict of interest. This decision may be made by the Committee member herself/himself or based on challenge by one or both parties involved. If a withdrawal occurs, the member must be replaced by another person drawn from the mediation pool.

Both sides in the dispute shall be apprised in writing of the rules and procedures to be followed. These should include the statements that these are not proceedings at law and that no mechanical recordings will be permitted. Observers may be permitted at the discretion of the Committee, with its prior approval. Each party to the dispute may choose one (1) advisor and may confer with that advisor before answering questions during the hearing. Neither observers nor advisors may be attorneys. The proceedings will begin with a presentation by the originator, not to exceed thirty (30) minutes, followed by a presentation by the respondent, not to exceed thirty (30) minutes. No questions will be permitted at this time, except by Hearing Committee members in need of clarification. The Hearing Committee will then direct questions to the originator, and then to the respondent. Only members of the Committee will be permitted to ask questions. The members have the right to use or disregard questions submitted by the parties concerned, and to ask questions not suggested by the parties to the dispute. The parties have the right, during the hearing, to suggest additional questions. These suggestions should be passed to the Chairperson, who shall have the responsibility of determining whether the questions should be asked. The Chairperson may solicit advice on these matters from other members of the Committee. The Chairperson may limit such suggestions if they appear excessive. These rules hold as well for the questioning of witnesses. Witnesses for the originator will then be questioned, followed by witnesses for the respondent. Only one witness shall be present in the hearing room at a time. The Committee may call back witnesses if needed. The Committee will accept a written, notarized statement, if necessary, which includes an explanation of why the witness is unable to appear in person. The hearing will close with a summarizing statement not to exceed fifteen (15) minutes in length by first, the respondent and second, the originator. No questions will be asked during these statements.

For three (3) working days after the completion of the hearing, the parties to the dispute may submit, through the Chairperson of the Committee, additional documents felt to be relevant. These documents may include further notarized statements. Within the prescribed time frame [4B] the Committee will meet in closed session to render a decision on the matter presented during the hearing procedures. The Committee has a right to solicit additional information during its deliberations.

### **B. Hearing Committee Conclusions**

Utilizing the resources of the Dean's office, the Hearing Committee shall conclude its investigation within fourteen (14) working days of the formal hearing. The Committee may conclude the following:

1. That a request for mediation lacks merit, in which case it shall dismiss the request for lack of probable cause to credit the allegation.
2. That there was insufficient evidence to substantiate the request, in which case it shall dismiss the complaint on that basis.
3. That a conciliation has been effected, in which case it shall order the case closed as adjusted.
4. That there is probable validity to the request, in which case the Committee's decision shall state the findings that support the conclusion and shall recommend action that may be taken.

### **C. Hearing Committee Report**

The Hearing Committee shall report its decision to the Chairperson of the Faculty Council, the Dean of the College, the Academic Vice President, the President of the University, and all parties directly concerned with the dispute. The decision shall be reached on the basis of a simple majority of the Hearing Committee. The reasons for the decision shall be presented in writing. If the decision has not been reached by unanimous vote, dissenting members of the Committee may submit a minority report. All material connected with the hearing shall be kept in the Faculty Council office for five (5) years following decision.

### **SECTION FOUR. DEFERRAL OF ACTION**

(Approved by Faculty Council 4/10/91)

Action on matters about which the Faculty Council has not received information at least two days in advance will be deferred for a minimum of two days if seven members of the Faculty Council vote in favor of the deferral.

### **SECTION FIVE. SUBSTITUTES**

(Approved by Faculty Council 11-10-93)

If a member cannot attend a meeting of the Council, (s)he shall be allowed to appoint a departmental colleague as a substitute. The substitute shall be counted as a full member for purposes of voting and determining a quorum.

### **SECTION SIX. SOLICITATION OF NOMINATIONS AND ELECTIONS FOR MEMBERS OF ARTS AND SCIENCES FACULTY COUNCIL, STANDING COMMITTEES AND OTHER COMMITTEES**

(Approved by Faculty Council 4/10/02)

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### **I. GENERAL PROVISIONS FOR SOLICITATION OF NOMINATIONS FOR STANDING COMMITTEES AND OTHER COMMITTEES**

Solicitations for nominations for members of the standing committees and all other committees of the College of Arts and Sciences described in these bylaws, as well as University committees shall be conducted as follows:

A. All requests for nominations shall be made to the appropriate party or parties no later than the end of the first week of the spring semester of each academic year.

B. The secretary of the Faculty Council shall distribute to all members of the faculty of the College of Arts and Sciences a committee preference form together with instructions for the return of the form to the Chairperson of the Faculty Council. The committee preference form shall solicit faculty volunteers to be candidates for the election to standing committees as well as other committees as needed.

C. All nominations shall be required to be returned to the Chairperson of the College of Arts and Sciences Faculty Council no later than the second Friday in February of the same academic year.

D. After the second Friday, and prior to the March Faculty Council meeting, the Chairperson of the Faculty Council shall convene a meeting of the appropriate Nominating Committees, for the purpose of preparing ballots.

E. In the absence of a Nomination Committee specified elsewhere in these by-laws, the Executive Committee of the College of Arts and Sciences Faculty Council shall serve as Nominating Committee.

F. The Nominating Committee shall prepare a slate of at least two nominees for each vacancy to be filled. The nominees shall reflect appropriate representation of each group of faculty (Arts and Humanities, Natural Sciences and Mathematics, and Social and Behavioral Sciences).

G. College of Arts and Sciences representatives on the Faculty Senate are selected in an annual election administered by the Faculty Senate (University Handbook, Section 245.3.3). When a College of Arts and Sciences seat on the Faculty Senate becomes vacant prior to an election, that seat is filled by the alternate with the highest number of votes (University Handbook, Section 245.3.3.5). In instances where no alternate is available to fill a vacant seat, the chair of the College of Arts and Sciences Faculty Council will solicit nominations for a replacement senator and the Faculty Council will elect the replacement. All candidates for the replacement position must be regular faculty eligible for Senate membership (University Handbook, Sections 245.1.2, 245.1.3, and 245.3.2). This replacement procedure is in accordance with the general guideline outlined in Section 245.3.3.5 of the University Handbook.

## **II. GENERAL PROVISIONS FOR ELECTION OF STANDING COMMITTEES AND OTHER COMMITTEES**

Election for members of the standing committees and all other committees described in these bylaws, as well as University committees, shall be conducted as follows:

A. The election of faculty committees shall be entered on the agenda for the regularly scheduled March meeting of the Faculty Council each year. At that meeting, the Vice Chairperson of the Faculty Council shall place in nomination the name of the candidates slated by the Nominating Committees. The Chairperson shall then call for nominations from the floor.

B. When nominations from the floor have been closed, the Chairperson shall distribute ballots. Each Faculty Council member shall vote for the number of nominees equal to the number of vacancies on each committee by making a cross mark in the designated place on each ballot. Ballots with votes in excess of the number of vacancies shall not be counted for any purpose. Ballots shall be sufficiently large to permit the writing in of the names of nominees from the floor.

C. The Vice Chairperson and designate of the Faculty Council, acting in concert, shall count the ballots and report the results to the Chairperson. Nominees who receive a simple majority of the ballots cast by members present and voting shall be elected to the designated committee. Should the requisite number of nominees fail to receive election by simple majority of the ballots cast by members present and voting, the name of the nominee receiving the fewest votes shall be eliminated from the ballot, and voting will continue in a like fashion until each vacancy has been filled. Alternates, who shall replace members unable to fill out their terms, shall be elected at the same time. The nominee receiving the second largest number of votes shall be the alternate member.

D. The Chairperson of the Faculty Council shall notify each faculty member elected to a committee of the election as soon as practicable following the election. The term of office of faculty members elected to committee membership shall commence on the first regularly scheduled working day of the following fall semester and shall terminate at the time designated in these bylaws for each committee seat.

## **III. EXCEPTIONS TO THIS SECTION**

The general provisions of Section Six are superceded by the other sections of the bylaws, if they specify different provisions for specific committees.