

**Bylaws for the Arts and Sciences Faculty**  
**SECTION I: The Faculty**

**A. Membership**

- 1) In accordance with University Statute (4.11), the Arts and Sciences Faculty shall consist of the President and Executive Vice President for Academic Affairs of the University, the Camden Provost, the Dean of the Faculty of Arts and Sciences, the Professors, Associate Professors, Assistant Professors, and Instructors who have served at least one year. The Arts and Sciences Faculty shall also include professional librarians of equivalent rank. Other officers may be designated as faculty in accordance with University Statute 4.11.
- 2) Other officers may be invited by the Arts and Sciences Faculty to its meetings and may take part in the discussion but shall not vote (4.13).

**B. Duties and Responsibilities**

- 1) All duties and responsibilities not assigned by these By-Laws to the Arts and Sciences Faculty or the Faculty Senate are reserved to the appropriate colleges, or to the Arts and Sciences faculty, or to the several departments.
- 2) Under the President the Arts and Sciences Faculty shall have jurisdiction within the undergraduate colleges in Camden over academic matters, subject to review by the University Senate as set forth in the University Statute 4.31 (See Appendix A). In exercising this jurisdiction the Arts and Sciences Faculty:
  - a) Shall refer all matters under its jurisdiction to the Faculty Senate.
  - b) Shall receive reports from the Faculty Senate.
  - c) Shall consider and vote on any issue referred by the Faculty Senate to the full Arts and Sciences Faculty.
  - d) May over-ride any Faculty Senate decision by a majority of those present and voting, at a special meeting called for the purpose of reconsidering a Faculty Senate decision.
- 3) The Arts and Sciences Faculty shall conduct elections of its officers and its other Elected representatives.
- 4) The President and Vice President of the Faculty Senate are to be elected by the entire Arts and Sciences Faculty by the end of the Spring term for the following year. Full-time faculty members, at or above the rank of Assistant Professor, are eligible for the office. Before any election of these, recommendations to the Arts and Sciences Faculty are to be made by the Rules of Procedure Committee. Additional nominations may be made from the floor of the Faculty Senate. If the individual elected by the Arts and Sciences Faculty is not a senator, he/she will be designated member-at-large for the period of his/her tenure.

5) The Arts and Sciences Faculty may amend, add to, or repeal these By-Laws by a majority vote of the Arts and Sciences Faculty present at any duly constituted meeting, provided weeks before the meeting, and provided that no such changes are contrary to the University Statutes.

6) Individual faculty members may make proposals for consideration by the Faculty Senate through a Faculty Senator, the President of the Faculty Senate, or an appropriate committee.

### **C. Meetings**

1) Unless, in the judgment of the Dean and the President of the Faculty Senate, a meeting is not required, a regular meeting of the Arts and Sciences Faculty shall be held once each semester (Statute 4.41). The fall semester meeting shall be in September and the spring semester meeting shall be in the first business week in April. Announcement of the date shall be made by the Dean at least two weeks in advance of each meeting.

2) Special meetings of the Arts and Sciences Faculty may be held at the call of the President or the Dean. The Dean shall call a special meeting on the written request of 25% of its members (Statute 4.41), or at the request of the President of the Faculty Senate.

3) Any meeting may be closed by a majority vote of the Arts and Sciences Faculty. When it is deemed desirable, the Dean may call a closed meeting.

4) The Dean shall be the presiding officer at all meetings of the Arts and Sciences Faculty unless the President of the University is present and presides (Statute 4.1). The Dean shall accept items for the agenda and distribute the agenda for those meetings.

5) Fifty percent of the Arts and Sciences Faculty shall constitute a quorum for the transaction of business.

6) A section of twenty seats shall be reserved at Arts and Sciences Faculty meetings for student observers, who may participate in the discussion only at the invitation of the Arts and Sciences Faculty.

7) Meetings of the Arts and Sciences Faculty shall be conducted in accordance with Robert's Rules of Order.

### **D. Officers and Elections**

1) Arts and Sciences Faculty Secretary

a. A Secretary of the Arts and Sciences Faculty shall be elected for the term of one year.

b. The duties of the Secretary shall be:

i. To keep a book of minutes of proceedings (Statute 4.42).

- ii. To send, immediately after each meeting of the Arts and Sciences Faculty, to each member of that Faculty and to the Secretary of the University a copy of the minutes of that meeting.
- iii. To issue annually in September a list of the voting members of the Arts and Sciences Faculty.
- iv. To conduct such correspondence as may be necessary for informing the Arts and Sciences Faculty of any business pertinent to an announced meeting.
- v. To serve as Secretary of the Faculty Senate.

## 2) University Senators

- a) Representation in the University Senate and the term of office shall be as specified in the University Statutes (7.12 and 7.13).
- b) One of the Senate Representatives shall be designated by the Dean to keep the Arts and Sciences Faculty informed concerning all Senate actions of interest to that faculty.
- c) One of the Senate representatives shall be elected to membership on the University Committee on Committees (Senate Rule).

3) Three representatives of the Arts and Sciences Faculty – one from the humanities; one from the natural sciences, mathematics, and computer science; and one from the social sciences – shall be elected to serve on the Camden Campus Faculty Council, the length of terms of service to be determined in bylaws written by the council.

4) Nominations for Arts and Sciences Faculty Secretary, members of the University Senate, or any other Arts and Sciences Faculty Elective office, shall be made by the Rules of Procedure Committee. Before the end of the spring semester, the names of nominees shall be sent by the Rules of Procedure Committee to each member of the Arts and Sciences Faculty eligible to vote.

5) Election shall be by ballot in each case where there are more candidates than offices to be filled. A majority of valid ballots cast shall be required for election in all cases.

## Appendix A

### 4:30 Duties and Powers

4.31 Under the President each faculty shall have jurisdiction within its own unit over academic matters, subject to review by the University Senate as hereinafter set forth, such as:

Determining such additional requirements for admission as are deemed necessary for entrance into its several curricula

Setting up the requisite curricula for its academic work and providing for the schedule of courses.

Encouraging the research work of the faculty members and of advanced students

Adopting additional regulations regarding attendance, conduct of examinations, grading, scholastic standing and honors in course, and other appropriate matters.

Fixing specific requirements for degrees

Recommending for degrees in course, through the President to the Board of Governors, those candidates who have fulfilled the requirements for the appropriate degrees as follows:

- 1) University College - Bachelor of Arts, Bachelor of Science
- 2) Camden College of Arts and Sciences, Bachelor of Arts, Bachelor of Science

Adopting regulations governing its own procedures.

Making recommendations to the President or to the Senate respecting any phase of college or University activity

Proposing through the Senate and the President amendments to these regulations to be adopted by the Board of Governors

## **SECTION II: The Faculty Senate**

### **A. Membership**

1. The Faculty Senate shall consist of not less than 30 nor more than 60 members. Only full-time faculty members whose primary function is teaching or research and librarians may serve as Senators. In cases of disputed eligibility, the Faculty Senate shall make the determination.
2. The Arts and Sciences faculty shall have a representation of five Senators at-large.
3. Each *discipline* (see Appendix B) shall have at least one representative. Disciplines with more than five members (on the basis of full-time equivalents) shall have one representative for each five members or major portion thereof. The number of Faculty Senators each discipline is entitled to for any academic year shall be based on the number of full-time equivalent members in each discipline during the preceding Spring semester.
4. The Rules of Procedure Committee will ensure that not less than 10% of the Faculty Senate shall be composed of members whose primary teaching responsibility is in University College.
5. The election of Faculty Senators will be conducted by secret ballot in April of each year by the Rules of Procedure Committee.
6. Nominations for Senators-at-large (see Section 2 immediately above) shall be made by the Arts and Sciences faculty.
7. Nominations for a discipline's Faculty Senator(s) may be made by any faculty member of that discipline. Nominations shall be received by the chairman of the

Rules of Procedure Committee, who will draw up ballots for Senators-at-large and for each discipline. Full-time faculty members whose affiliation with the University will continue the following year will be eligible to vote, each faculty member of a discipline casting one vote for each of the appropriate number of Faculty Senators to be elected by that discipline.

8. A run-off election will be held when no candidate receives a majority of the votes. In the event no candidate receives a majority in the run-off election, the candidate with the highest number of votes will be elected. In the event of a tie, the choice will be determined by the toss of a coin.
9. The term of office for each Faculty Senator shall be for two years. A Faculty Senator may not serve more than two consecutive terms.
10. Reapportionment shall be determined by the Rules of Procedure Committee when the Faculty Senate will exceed 60 members under the existing formula for representation.

#### B. Duties and Responsibilities

1. The Faculty Senate shall act on all matters within the jurisdiction of the Arts and Sciences Faculty except that the Senate shall make no changes in the By-Laws (see Statute 4.31 in Appendix A).
2. The Faculty Senate shall act as an advisory body to the Dean.
3. The Faculty Senate shall report on its activities to the Arts and Sciences Faculty and may, through the President of the Faculty Senate, refer specific matters to the Arts and Sciences Faculty for advice or action.

#### C. Officers

1. A President and a Vice-President shall be elected by the members of the full-time Arts and Sciences Faculty or a term of one year. The President shall determine the agenda and distribute it to the Arts and Sciences Faculty, call and conduct meetings of the Faculty Senate, report to the Arts and Sciences Faculty, and perform any other duties which may be stipulated by the Senate. These duties shall be performed by the Vice President in the absence of the President.
2. The Arts and Sciences Faculty Secretary shall also serve as Secretary of the Faculty Senate. The Secretary shall have no vote unless he/she is a duly elected member of the Faculty Senate. The duties of the Secretary shall be to record and distribute the minutes of the Senate meetings to the Arts and Sciences Faculty.
3. A Parliamentarian shall be appointed by the President of the Senate.

#### D. Steering Committee (of the Faculty Senate)

1. This committee, to be composed of President, Vice-President, and one Senator elected by the Senate, will advise the President of the Senate on direction of the Senate, agenda, issues requiring immediate action, and will establish an annual

schedule of committees to report to the Senate and/or to the Arts and Sciences Faculty.

#### E. Meetings

1. Meetings of the Faculty Senate shall be called by the President or upon petition of 25% of the members of the Faculty senate. These meetings shall be open to students (beyond the eight student representatives [see Section F immediately below]), all Faculty, instructors in the first year, and administrators; the number of observers shall be set by the Faculty Senate, with provision for a minimum of ten of each group. If any observer wishes to-speak to the Faculty Senate, he/she must receive permission from the Presiding Officer prior to a Faculty Senate meeting.
2. Only members of the Senate may vote; however, when a Senator is absent, a member of his/her constituency may attend in order to speak and to communicate information to the constituency.
3. A quorum of the Faculty Senate shall be one-half plus one of the membership.
4. The meetings of the Faculty Senate shall be governed by *Robert's Rules of Order*.

#### F. Student Representatives to the Senate

1. There shall be eight student representatives to the Senate two of whom shall be matriculated in University College. They may participate in the discussion but shall have no vote. Student representatives, however, shall have the right to make motions. For such motions to be considered, they must be seconded by a Faculty Senate member.
2. Students shall have the right to petition the Faculty Senate for reconsideration of its decisions. Such a petition shall require signatures of 25% of the student body.

#### G. The Administration and the Senate

1. The Camden Provost, the Deans of the Colleges and of the faculties, the Dean of Students, the Registrar, the Director of Undergraduate Admissions, the Business Manager, the Director of the E.O.F. program, or their representatives, and any other that the Faculty Senate designates may attend Senate meetings and participate in the discussion but shall have no vote.

### **Section III: Committees and Their Duties**

#### A. The following are standing committees of the Faculty of Arts and Sciences:

1. Academic Policy and Courses of Study
2. Admissions and Retention

3. Appointments and Promotions
4. Honors Program
5. Information Services
6. Planning and Budget
7. Review
8. Rules of Procedure
9. Scholastic Standing
10. Student Life
11. Faculty Life

## B. Description of Membership and Duties

All committees serve both CAS and UC. All committees, unless otherwise specified, will submit a written report at the end of each academic year to the Faculty Senate for its review and subsequent transmission to the full faculty. The three divisions of the faculty are Humanities, Social Sciences and Natural Sciences. Each committee will elect a chairperson from among its faculty members. All committee members who serve by virtue of their administrative offices are ex officio, non-voting members.

### **1. Academic Policy and Courses of Study**

Membership: Six elected faculty members (two from each division), serving three-year overlapping terms

Duties:

- a) To oversee college-wide curricular requirements and academic standards and to recommend revisions to the Faculty Senate for its approval
- b) To review and recommend to the Faculty Senate for its approval new curricula (i.e., major programs)
- c) To study recommendations for course changes received from any faculty member, the Faculty Senate, or any discipline or department
- d) To consult with the appropriate administrative officers concerning the effect of course changes on administrative procedure
- e) To report to the Faculty Senate for its approval all course changes recommended by the committee

### **2. Admissions and Retention**

Membership: Six elected faculty members serving three-year overlapping terms; three students, one representative from Admissions, one from Student Life, and one from Advising (all ex officio)

Duties:

- a) To establish and regularly review admissions criteria
- b) To review applicants for admission and to pass upon their eligibility for acceptance for degree or special programs

- c) To impose conditions for provisional admission and to suggest to students the means of clearing entrance deficiencies
- d) To inform the Faculty Senate of the methods it uses to interpret and execute the existing rules for the admission of students
- e) To supply the Faculty Senate each semester with pertinent data on incoming students
- f) To monitor retention rates and report them to the Faculty Senate
- g) To develop programs to improve student recruitment and retention

### **3. Appointments and Promotions**

The faculty will, each year, elect nine tenured members, three from the humanities, three from the social sciences, and three from the natural sciences to form a Committee on Appointments and Promotions. The functions of this committee shall be:

- a) To serve as a pool of members from which the Dean may select members for all Advisory Committees on Appointments and Promotions

Membership: For each division of the faculty (Humanities, Social Sciences and Natural Sciences), there shall be a committee of six tenured faculty members appointed by the Dean. Two alternates shall be assigned to each committee to serve when an appointed member is unable to serve.

Duties:

- a) To advise the Dean as to appointments, reappointments, retirement or personnel procedures generally.
- b) In the case of appointments, reappointments, or promotions into and within tenure rank, the recommendations of the committee shall also be forwarded to the Vice President for Academic Affairs.
- c) The committee may also on its own initiative make suggestions as to personnel matters to administrative officers (Statute 4.24).

### **4. Information Services**

Membership: Three elected faculty members serving three-year overlapping terms; Librarian (ex officio); Audio-Visual Coordinator (ex officio); Director of Information Technology (ex officio); Director of Computing and Instructional Technologies-FAS (ex officio)

Duties:

- a) To represent faculty interests and concerns in all matters involving library collections and service
- b) To represent faculty interests and concern in all matters involving A-V equipment and services



- c) To represent faculty interests and concern in all matters involving computer equipment and computing services

## **5. Planning and Budget**

Membership: Three elected faculty members and three appointed by the Dean, serving three-year overlapping terms

Duties:

- a) To propose long range plans such as new-program development
- b) To consider the relationship of Arts and Sciences to other units in the University, other colleges in the area, and the community at large
- c) To advise the Dean as needed on academic and budget priorities
- d) To regularly inform the Faculty Senate regarding its deliberations

## **6. Review**

Membership: Two elected tenured faculty members and two appointed tenured faculty by the Dean, serving two-year overlapping terms. Two alternate members shall also be chosen, one elected and one appointed.

Duties:

- a) This committee shall have advisory powers only.
- b) It may report to the Dean of the college or school, or in the provost, or the President, or the Governors, and may in its discretion make reports also for the information of the legislative body. The duties of the committee shall be to counsel and advise any member of the legislative body who seeks such advice with respect to any problem affecting his or her status as a member of the University. (Section 4.23)
- c) The committee may also on its own initiative make suggestions as to personnel matters to the administrative officers. (Section 2.1.2)

## **8. Rules of Procedure**

Membership: Three elected faculty members, serving three-year overlapping terms

Duties:

- a) To conduct elections
- b) To resolve any questions of procedure under the faculty By-Laws.
- c) To formulate rules, subject to the approval of the faculty, under which the business of the faculty may be transacted
- d) To revise and amend existing rules, subject to approval by the faculty
- e) To propose to the faculty changes in the University Statutes

## **9. Scholastic Standing**

Membership: Six elected faculty members (two from each division), serving three-year

overlapping terms; one representative from Student Life, one from the Registrar's Office, one from EOF, one from Advising (all ex officio)

Duties:

- a) To interpret and *execute* the rules and regulations of the College of Arts and Sciences and University College in individual student cases involving scholastic standing
- b) To allow withdrawal from a course or courses after the usual deadlines have passed. For such withdrawal proper documentation must be provided by the student, the advisor and the instructor. If the instructor is not available, documentation must be provided by the department chair.
- c) To approve deviations from the published policy on course overload
- d) To approve deviations from the published policy on the repeat option
- e) To approve re-admission of students who have been separated from Arts and Sciences or University College for academic or disciplinary reasons
- f) To impose such restrictions on the educational programs of probationary and re-admitted students as may seem desirable for their satisfactory academic progress
- g) To inform the Faculty Senate on the current principles and methods used by the committee in interpreting and executing existing rules
- h) To provide to the faculty Senate each semester a summary of the actions taken in the preceding semester
- i) To propose new scholastic regulations to the Faculty Senate

Amendments:

Page 3, Section I-D, subsection (3) added on 11.16.12 by Joseph Schiavo, Secretary of FAS-Senate (AY 2012-13). Changes proposed by Andrew Lees, FAS Senate President, and approved by the FAS-Senate on September 25, 2012.

Pages 1 – 10 revised on 7.1.10 by Joseph Schiavo, Vice President of FAS-Senate (AY 2010-11). Changes proposed by Andrew Lees, FAS Senate President, and approved by the FAS-Senate on September 24, 2008.