

**FACULTY OF ARTS, SCIENCES AND ENGINEERING**  
**TUFTS UNIVERSITY**

**COMPLETE TEXT OF THE BYLAWS**  
**ARTICLE I**

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There shall be a Faculty of Arts, Sciences and Engineering, comprising the Faculties of the School of Arts and Sciences and the School of Engineering, known as the Associated Schools. The Faculty of the School of Arts and Sciences shall consist of the Faculties of the College of Liberal Arts and Jackson College and the Graduate School of Arts and Sciences.

The Faculty of Arts, Sciences and Engineering shall determine all questions of administration affecting more than one of the Associated Schools, including approval of the academic calendar, act upon all questions referred to it by the several Faculties or the President, and receive and act upon all reports of its committees. It shall also nominate to the Trustees candidates from the Associated Schools for all degrees, except honorary degrees, nomination being made only upon recommendation of the several Faculties.

**ARTICLE II**

**Section 1.** All members of the Faculties of the Colleges and Schools comprising this Faculty, as defined in Article I of these Bylaws and in the Bylaws of said Colleges and Schools, shall be voting members of this Faculty.

**Section 2.** The Faculty of Arts, Sciences and Engineering may authorize appointment of students to serve on committees of this Faculty, or, on recommendation of a constituent Faculty, on committees of that Faculty, provided that the Faculty always constitutes a majority of any such committee.

**ARTICLE III**

The officers of this Faculty shall be the Dean of the School of Arts and Sciences and the Dean of the School of Engineering, appointed by the Trustees, and a Secretary annually elected by the Faculty at the last regular meeting of the academic year, and who, by virtue of election by this Faculty, shall serve as Secretary of the Faculty of each of the Associated Schools.

**ARTICLE IV**

**Section 1.** The Appointed Standing Committees of the Faculty of Arts, Sciences and Engineering shall be:

(a) A **Committee on Educational Policy**, consisting of ten or more members, of whom seven must be members of the Faculty and three may be members of the Administration, including *ex officio* the President of the University or his designee. The Committee shall recommend, and revise annually, a long-term academic plan for Arts, Sciences and Engineering and coordinate reviews of Arts, Science, and Engineering academic programs. The Committee shall have the authority to consider and make recommendations on all matters of general educational policy including questions relating to: the coordination and direction of the various educational programs of the Faculty, and of the Faculties of the Associated Schools; the development of new programs and facilities and deletions of existing programs having direct bearing on the broad patterns of education within the jurisdiction of the Faculty; the oversight of academic advising and the overall nature, quality and direction of such education.

(1) A subcommittee known as the **Subcommittee on Foreign Programs** whose function it shall be to oversee the Tufts' programs abroad. The subcommittee shall also have the authority to consider and make recommendations concerning policy issues relating to foreign programs not affiliated with this University. The subcommittee shall consist of nine faculty members. The ex officio members, without voting privileges, shall include the Director of the International Relations Program, the Director of Tufts Programs Abroad, the Director of the International Office, and the Director of Tufts European Center. The subcommittee shall have two co-chairmen, one a member of the Educational Policy Committee and one a member of the Committee on Curricula of the College of Liberal Arts and Jackson College.

(2) A subcommittee known as the **Subcommittee on Specific Learning Disabilities** whose function it shall be to review and coordinate efforts relating to the issue of specific learning disabilities on campus, including the provision of equal educational opportunity through remedial assistance or accommodation to the disability and the evaluation of student petitions in consultation with appropriate deans. This subcommittee shall consist of four or more members of the faculty, including one member of a department of modern foreign languages and one member of the departments of Child Study, BSOT, Education or Psychology. Ex officio members, without voting privileges, shall include the Dean of Undergraduate Studies (or his/her delegate), the Associate Dean of Undergraduate Studies for Freshmen, the Director of the Counseling Center (or his/her delegate), and the Director of the Academic Resource Center.

(b) A **Committee on the Library**, consisting of four or more members, at least four of whom have professorial rank, with no more than one member from any one department, two elected undergraduate students, one graduate student named by the Graduate Student Council and, ex officio, the Director of the Tisch Library and the Assistant Director for Teaching and Research, Tisch Library. The committee shall study and make recommendations concerning library policies, budget, collections, and services. It shall also assist in the dissemination of information about the library to constituent groups.

(c) A **Committee on Student Life**, consisting of seven or more faculty members, five elected undergraduate representatives, and one elected or appointed graduate student representative. This Committee shall have concern for student circumstances, activities, and affairs and shall have jurisdiction over those, which are not in the province of any other committee. It shall ensure that the ideals, principles, and ethical values characteristic of academic institutions are maintained. Its responsibilities shall include the following:

- (i) Upon creation of a government by the student body, the Committee shall review the articles of agreement forming that government. If the Committee finds no contradiction with the University Charter, the Bylaws of the Trustees, or the Bylaws of this Faculty, it shall recognize that government.
- (ii) The criteria used by student government to decide whether or not to recognize student organizations shall be subject to the approval of the Committee. The Committee shall hear appeals from student organizations. (The quorum for all appeals that the Committee hears is three faculty and two student members.) Student organizations must be recognized to be eligible to use University facilities.
- (iii) The Committee shall hear appeals of decisions, which are alleged to violate a student's rights, the University Charter, the Bylaws of the Trustees, or the Bylaws of this Faculty. It shall hear appeals of disciplinary decisions of the deans and disciplinary cases referred to it by the office of the Dean of Students.

- (iv) The Committee shall study, in cooperation with the appropriate officers of the University, and make recommendations concerning the policies, rules, and regulations, which are necessary to provide an environment in which students can study and learn.
- (v) The Committee shall present for public scrutiny, in the University Archives in Tisch Library, a written version of the Minutes, with modifications to preserve anonymity for participants in disciplinary decisions.
- (vi) The Committee shall not have jurisdiction over matters involving fraternities and sororities, either of a policy or a disciplinary nature. It is understood that the Committee will continue to deal with cases involving members of fraternities and sororities as individuals.

(d) A **Committee on Academic Awards**, consisting of five or more faculty members whose function it shall be to select or recommend the recipients of competitive, university-wide academic awards.

The committee is appointed from a broad spectrum of AS&E faculty, including at least one member from the School of Engineering. The committee is responsible for review of nominations for university-wide undergraduate awards and for some departmental and interdepartmental awards. Review of candidates and selection of awards recipients take place in March and April. Ex Officio members are: the Dean of Undergraduate Education; the Dean of Student Affairs; one of the School deans from AS&E, and the Director of Financial Aid.

(e) A **Committee on Athletics**, consisting of eleven or more members, including at least five members of the Faculty, the Director of Programs (Physical Education/Dance, Recreation/Intramurals, and Intercollegiate Athletics), the Dean of Students, a representative from the Administration at Large, and the following members ex officio without vote: the Coordinator of Athletics, the Coordinator of Physical Education/Dance, and the Coordinator of Recreation/Intramurals. The functions of this Committee shall be to study and make recommendations relative to athletic programs and policies of Tufts University.

(f) A **Committee on Undergraduate Admissions and Financial Aid**, consisting of six full-time members of the faculty, at least one of whom shall be from the School of Engineering, not more than three undergraduate students, and the following administrators as *ex-officio* members: the Dean of Undergraduate Admissions and Enrollment Management, the Director of Financial Aid, the Associate Provost for Institutional Research and Evaluation, the Dean of Student Affairs, and the Dean of Undergraduate Education. The functions of this Committee shall be to study, monitor, and make recommendations to the deans and the faculty concerning undergraduate admissions, recruitment, enrollment management, and financial aid policies for the College of Liberal Arts and Jackson College and the School of Engineering; to liaise with other appropriate committees of AS&E or the Associated Schools regarding budgetary and policy implications of such policies; and to provide such other advice as the Dean of Undergraduate Admissions or the Director of Financial Aid may request.

(g) A **Committee on the Summer School**, consisting of five or more faculty members, one of which should be the Chair of the Subcommittee on the European Center at Talloires, and one elected undergraduate student, whose function it shall be to study and make recommendations concerning the Summer School.

(1) A subcommittee known as the **Subcommittee on the European Center at Talloires** whose function it shall be to oversee all credit programs, to recommend as well as approve topics and faculty for academic programs and candidates for the position of academic director. It shall advise the Director of the European Center on issues pertinent to the maintenance and growth of the center and participate in long range planning. The subcommittee shall consist of eight faculty members broadly representative of disciplines and faculty interests in Talloires and include ex officio the director of the International

Relations Program or a designee, the chair of Romance Languages or a designee, the previous year's academic director of the Center, and a member of the Summer School Committee. The Director of the European Center shall be an ex officio member with vote; the Dean of Undergraduate Education; the Director of Tufts Programs Abroad, and the Assistant Director of the European Center shall be ex officio members without vote. Terms for all appointed members shall be five years staggered. The subcommittee will be co-chaired by the academic director of the previous year and by a faculty member appointed by the Committee on Committees.

(h) A **Committee on Information Technology**, consisting of five or more members selected from the Faculties of Arts, Sciences and Engineering, two undergraduate students, and one graduate student. The Deans of the School of Arts and Sciences and the School of Engineering, or their designates, the Director of Computing for Arts, Sciences, and Engineering, and the Vice President for Information Technology and Chief Information Officer shall be members *ex officio* without vote. This committee shall monitor and provide advice on the delivery of information technology services provided to AS&E by any and all University administrative departments, and make recommendations concerning improvements in such services or their underlying policies as necessary to support the University's teaching and research missions. The Committee shall ensure that all computing and information technology services for research and instruction are delivered in a way that meets the needs of AS&E faculty, staff, and students.

(Replaces the Computer Facilities and Usage Committee)

(i) A **Committee on Equal Educational Opportunity**, consisting of five or more members of the Arts, Sciences and Engineering faculty serving 5-year terms, up to three undergraduate students from Arts, Sciences and Engineering and at least one graduate student named by the Graduate Student Council. The following administrators or their designees shall be *ex-officio* members without vote: The Deans of Undergraduate Education, Student Affairs and Admissions, the Director of the Office of Equal Opportunity and Affirmative Action, the Affirmative Action Officer of Arts, Sciences and Engineering, the Diversity Education Officer of Arts, Sciences and Engineering, the Director of the Women's Center. This committee shall concern itself with those programs intended to provide equal educational opportunity to students from all segments of society, it shall promote efforts to attract, support and retain students, faculty, administrators, and staff from all segments of society, it shall be concerned with the creation of a positive working, learning, and living environment for the campus community. Its activities may include reviewing and reporting on progress in these areas as well as proposing new programs

(j) An **Advisory Committee on Faculty Research Support and Facilities**, consisting of a representative from each department or program that so desires, together with the following ex officio members or their designees, one of whom shall serve as secretary to the Committee: the Vice President for University Advancement; the Dean of Arts and Sciences or the Dean's Designee, the Dean of the School of Engineering or the Dean's Designee, Vice Provost (for Research), Director of Corporate and Foundation Relations, and any other Dean responsible for research activities. Also, 2 undergraduate students, appointed by the TCU Senate and two graduate students appointed by the Graduate Student Council.

This Committee shall systematically review the policies and conditions under which Faculty scholarship and research are conducted and supported at the University; and shall make recommendations thereon to individuals, to the Faculty of Arts, Sciences and Engineering, or to the appropriate administrative officer, as may be appropriate. The committee shall have authority to investigate and make recommendations upon the policies for provision and utilization of research facilities, including computer services; upon relevant accounting, personnel and purchasing services; upon contract and grant administration practices; upon relevant safety, health, patent, consulting and publication policies; and upon such other matters relating to the maintenance of a vigorous and productive climate of scholarly research for faculty and students as may be brought to its attention.

(k) A **Committee on Faculty Research Awards**, consisting of eleven members of the Faculty of professorial

rank, appointed for staggered five-year terms. The membership shall include at least one member from each of the following areas: Arts, Engineering, Humanities, Natural Sciences and Mathematics, and Social Sciences. The following shall be members ex officio without vote: the Dean of the School of Arts and Sciences and the Dean of the School of Engineering, the Director of Research Administration, and the Director of Corporate and Foundation Relations. The Committee may appoint such additional members, without vote, as it deems appropriate. The Committee shall elect its Chairman at the first meeting of each academic year and the Deans responsible for research shall serve as Secretary of the Committee.

The Committee shall distribute funds made available to it for support of research conducted by members of the Faculty of Arts, Sciences and Engineering. Determinations concerning the distribution of funds shall be made by majority vote; in the event of a tie, the Secretary shall vote to break the tie. The Committee shall be responsible for reviewing applications submitted to it, and, where appropriate, shall solicit evaluations from experts in the applicant's field. These evaluations may be sought from persons within and outside the University. In making awards, the Committee shall attempt to promote faculty development by funding selected small projects and providing seed money for larger ones. The Committee shall represent the faculty in seeking new internal and external sources of funding for the awards which it administers.

(1) A **Committee on Campus Planning and Development**, consisting of nine or more members, of which two shall be drawn from full-time staff members, up to two elected undergraduate students, one graduate student named by the Graduate Student Council and the following ex officio members without voting privileges; the Dean of the School of Arts and Sciences, the Dean of the School of Engineering, the Dean of Students, and the chief administrators responsible for planning, development, community relations, and plant and services. The functions of this Committee shall be:

To advise the Administration on matters concerning the physical character and development of the Medford/Somerville campus;

To consider and offer response to all comprehensive campus plans and acquisitions and to the programming, planning, siting, and architectural character of new buildings, additions, and renovations;

To review periodically campus physical development needs and to recommend facilities and priorities for capital investment.

**Section 2.** The Elected Standing Committees of the Faculty of Arts, Sciences and Engineering shall be:

(a) A **Grievance Panel** consisting of nine members of the Faculty of professorial rank, elected for three-year terms, including at least one member from the School of Engineering. No more than one member of a single department may be a member of this Panel at any one time and no member of the Committee on Tenure and Promotion may be a member of the Grievance Panel.

The officers of the Panel shall be a Chairperson, a Secretary, and an Ombudsman chosen annually by the Panel from its own members. The Chair and the Ombudsman must be designated by the end of each academic year for the following year, and their names should be sent at that time to the Secretary of the Faculty to avoid a hiatus in the Panel's functioning. Members of the Panel shall be assembled by the Chairperson upon the request of a grievant, or upon the request of a majority of the members of the Committee, or whenever, in the judgment of the Chairperson, a meeting is desirable.

A Faculty Ombudsperson chosen annually by the Grievance Panel from among its members in their third year shall have the power to hear faculty grievances informally and confidentially. The Ombudsperson may not serve as a member of any subsequent Formal Hearing Board constituted to hear the same grievance.

A faculty member (the grievant) who wishes to present a grievance should notify the Ombudsperson requesting

a meeting. After conferring with the grievant, the Ombudsperson may advise the grievant, in confidence, of the merits of the case and of further action that might be taken. The Ombudsperson shall not take action or report further on the case without the written consent of the grievant. With the written consent of the grievant, the Ombudsperson may communicate with the interested parties in an attempt to resolve the grievance informally.

The entire procedure shall not exceed two months at which time the grievance will either move to the formal grievance procedure or be withdrawn by the grievant. Under exceptional circumstances, this two-month period may be extended by the Grievance Panel for no longer than another two months, on request of the grievant or of the ombudsperson.

The Grievance Panel shall have the power and responsibility to compose Formal Hearing Boards. The Formal Hearing Boards shall conduct Formal Hearings of the Faculty grievances and shall make findings based on such hearings. The composition and procedures of the Formal Hearing Boards shall be in accordance with Formal Hearing Procedures adopted by the Faculty.

The Panel shall also have power to consider such other matters related to faculty personnel as may be submitted to it by individual members of the Faculty; and to make recommendations thereon to the President or, at the discretion of the Committee, to the Board of Trustees.

For the complete text of the policy and procedure (informal and formal procedure) see the Faculty Handbook.

(b) A **Committee on Committees**, consisting of five members of the Faculty having professorial rank and who have served Tufts University for at least five years, elected by the Faculty for staggered five-year terms in accordance with the procedures provided in these Bylaws. The membership shall include at least one member from the School of Engineering. In addition to the five elected members, the President of the University or his designee shall serve as a member ex officio. Each year the elected members of the Committee shall choose a chairperson and secretary from their own membership.

**Appointed Standing Committees**: the Committee shall appoint members of all appointed committees of the Faculty of Arts, Sciences and Engineering, and of the Associated Faculties. Appointments shall include committee chairmanships, except as otherwise provided in these Bylaws.

The Committee on Committees shall nominate two candidates for each position to be filled on each elected committee including the Committee on Committees in accordance with the procedures for nomination established in the Bylaws for regular or special elections.

**Ad hoc Committees**: The Committee shall consider and recommend to the President faculty members for appointment to ad hoc committees of the Faculty of Arts, Sciences and Engineering and of the Associated Faculties. Appointments and recommendations shall include committee chairpersons when appropriate.

In making its appointments and recommendations and in preparing its slates of candidates, the Committee on Committees shall take into account the suitable representation of the various academic areas in relation to the particular functions of each committee, as well as the experience and other academic responsibilities and the interest of the faculty members appointed, recommended or nominated. The Committee on Committees shall assure itself of the availability and willingness to serve of each candidate for chairman or member it may propose. It shall normally make appointments and recommendations in such a manner as to limit terms of continuous membership on a given committee to five years, including at most three years as chairperson.

(c) A **Committee on Tenure and Promotion**, consisting of six tenured members of this Faculty elected by the entire voting Faculty, and the Provost, without vote. At all times, the Committee membership shall include at

least two members from the faculty of the School of Arts and Sciences and one member of the faculty from the School of Engineering. No more than one member of a single department may be a member of this Committee at any one time.

The Committee shall elect its own chairman, vice-chairman, and secretary. In the event that an individual being considered is a member of the same department as the chairman of the Committee, the vice-chairman shall serve as chairman.

This Committee shall review the qualifications of all individuals who are proposed for consideration for a tenured position or who are proposed for promotion above the rank of assistant professor, or who request such consideration. It shall requisition and consider all evidence that has a bearing on the individual under consideration. This shall include a departmental statement, and a privately submitted evaluation and recommendation to the chairman of the Committee on Tenure and Promotion from each tenured member of the candidate's department(s); non-tenured members are invited to submit evaluations and recommendations but are not required to do so. After review of the confidential letters by the Committee on Tenure and Promotion, the Committee will forward these letters along with the rest of the candidate's dossier to the Administration, unless the case is tabled. Confidential letters will be kept secure by the Secretary of the Faculty for three years from the date of official action by the Board of Trustees on the candidate's application, at which time the letters will be destroyed, unless the Administration has been legally enjoined from doing so.

The departmental statement shall reflect the full range of opinion of department members who vote on the application, record the numerical vote, and be signed by all voting members. When department members cannot agree on a single statement, a signed minority statement shall be submitted. The statement(s), including a list of members who voted, shall be made available to the candidate who has the option to submit a timely written response to the department statement. When pertinent, the views of colleagues, both tenured and non-tenured, in other departments, and of individuals from outside the University shall be obtained. The Committee may ask any of the above persons, or the candidate himself/herself, to appear in person. Each department will maintain records of student opinion of faculty members, from which information about a candidate will be made available to the Committee when appropriate.

For each candidate under consideration for Tenure, the Committee on Tenure and Promotion shall create an external subcommittee. Each External Subcommittee shall consist of: (a) two members of the Committee on Tenure and Promotion, one of whom shall serve as chair; (b) two members of the department(s) concerned, elected by the tenured member(s) of the department; and (c) one member, hereafter referred to as the outside expert, selected by the tenured members of the department(s) concerned. This outside expert should be from the same discipline as the candidate, or a related field.

Members of the External Subcommittee shall review and meet to discuss all the evidence presented in a candidate's case. At the request of any single member of the External Subcommittee, the External Subcommittee shall meet with all of the voting members of the Committee on Tenure and Promotion for further deliberations. Such request may be expressed prior to the External Subcommittee meeting, in which case the larger meeting may take place immediately following the External Subcommittee meeting (for the convenience of the outside expert). Such request may also be expressed at the conclusion of the External Subcommittee meeting, in which case the larger meeting may have to take place on a later date. Following the External Subcommittee meeting, and, if requested, the larger meeting with all voting members of the Committee on Tenure and Promotion also present, the Subcommittee Chair will prepare a written report that reflects the discussions and findings of these meetings; this report shall be signed by all members of the External Subcommittee and shall become a permanent part of the case that goes forward to the Committee on Tenure and Promotion and to the Administration, unless the case is tabled. In no case shall the External Subcommittee vote on the qualifications of the candidate.

For candidates who already hold tenured positions at comparable institutions, and whose appointment at Tufts does not involve a promotion in rank, the Tenure and Promotion Committee may, upon request from the

department and the appropriate Dean, review the case without the formation of an external subcommittee. In all other tenure cases or if after initial review of the case the Tenure and Promotion Committee feels that it is necessary, an external subcommittee shall be constituted and meet as described above.

For candidates under consideration for promotion to Full Professor or in any case where an external subcommittee is not convened, the Committee on Tenure and Promotion shall create an internal two-person Tenure and Promotion subcommittee responsible for overseeing and presenting the details of the case to the Committee. If after initial review of the case the Tenure and Promotion Committee feels that it is necessary, the Tenure and Promotion Committee retains the right to gather more information in accordance with the procedures outlined in Statement 11.

The Committee on Tenure and Promotion shall review and deliberate on all the available evidence in the case. The Committee on Tenure and Promotion shall (a) vote on the merits of each case, and it shall submit a written report of its findings for each case, including a record of the vote, to the appropriate Dean; or (b) vote to table the case and report the vote to table to the appropriate Dean.

The deliberations of the Committee shall be considered confidential; however, the Committee's final division on the vote shall be conveyed to the candidate and his/her chair by the chair of the Committee at the time such information is transmitted to the appropriate Dean. The Committee's procedures shall ensure that the candidate is made aware of the names of all proposed referees, subcommittee members, and consultants, and of authors of all unsolicited communications regarding the candidate, in sufficient time to permit written objections and/or alternative suggestions to be considered prior to relevant actions. Confidentiality of communications received by or on behalf of the Tenure and Promotion Committee shall be honored to the fullest extent permitted by law.

The Committee shall also, in consultation with the Provost and the Deans of the Associated Schools, prepare and review periodically the general criteria for tenure and promotion. These shall be made available in writing to this Faculty.

Nomination and election of members of this Committee shall take place in accordance with the provisions of these Bylaws. With the exception of the Grievance Panel, membership on this Committee shall not preclude membership on any other committee of this Faculty. A member shall serve for three years; with the exception of the first election, one- third of the members shall be elected each year.

d) A **Faculty Advisory Board for Administration** consisting of five tenured members of the Faculty elected for staggered five-year terms, with at most one member from any one Department or Program, and including at least one member each from the School of Arts and Sciences and from the School of Engineering. The Board shall elect its own Convener annually.

The Board shall represent the Faculty in communications with the President, Provost, Associate, Assistant and Vice Provosts, major Deans, and in general whatever individual or group is appropriate, in matters concerning the administration of Arts, Sciences and Engineering. The Board shall respond to requests for consultation from the President, and other administrators, and from faculty, concerning the selection and performance of individual University administrators whose duties substantially affect the Faculty, its departments, programs, students and committees. It may also initiate inquiries at its own discretion. The Board shall have the authority of the Faculty to solicit from faculty, administration and others whatever information it deems appropriate for these inquiries.

In general, the Board shall not consider matters falling within the jurisdiction of other Faculty standing committees, departments, programs or similar established bodies. However, the Board may initiate actions relating to such matters when questions concerning administrative procedures and/or quality of performance present themselves.

In the event that the administration or the faculty require consultation with regard to an urgent situation when it appears necessary to make decisions not already provided for by faculty vote or governed by generally accepted precedent, the administration or the faculty shall address itself to this Faculty Advisory Board. The Board may itself initiate inquiry for urgent situations if it deems necessary and shall report its findings to the faculty.

The Board shall respect the rights of privacy of individuals and the confidentiality of information entrusted to it to the maximum extent provided by law

(e) A **Committee on Budget and University Priorities**, with membership as indicated below: eight faculty members, two from the departments of the School of Engineering and two from each of the following groupings of departments: (i) the natural sciences (e.g., Biology, Chemistry, Geology, Mathematics, Physics/Astronomy), and Physical Education and Occupational Therapy; (ii) the social sciences (e.g., Child Development, Education, Economics, History, Political Science, Psychology, Sociology, Anthropology, and Urban and Environmental Policy); (iii) the arts and humanities (e.g., Classics, Drama/Dance, English, Art and Art History, History, Music, Philosophy, German/Russian/Asian Languages and Literatures, Romance Languages, and Comparative Religion). Members shall serve for five year-staggered terms. No more than one member of a single department may be a member of this Committee at any one time.

Four undergraduate student members: three from the College of Liberal Arts and Jackson College, one from the School of Engineering; two graduate student members: one from the Graduate School of Arts and Sciences, and one from the School of Engineering. The following members ex officio without vote: the Academic Deans of the School of Arts and Sciences, the Academic Deans of the School of Engineering, the Executive Administrative Dean for Arts and Sciences, the Executive Administrative Dean for Engineering and a representative from the Executive Committee. Students will be chosen in accordance with the normal procedures.

The functions of the Committee shall be: to make recommendations on the annual Arts, Sciences and Engineering budget to the Dean of the School of Arts and Sciences and the Dean of the School of Engineering; to recommend and revise annually a three-year strategic plan for Arts, Sciences and Engineering indicating the priorities on which budgets are expected to be based; to review and make budgetary recommendations on proposals for new programs and for reductions in existing programs; to review annually the relationship between the Arts, Sciences and Engineering budget and the total University budget; to review, as appropriate, matters regarding faculty salary corollaries and benefits, and if needed designate a liaison to the University Benefits and Advisory Committee (UBAC) on such matters; and to keep the faculty and students informed of its work, conclusions, and recommendations. In performance of this function, the committee shall have the authority to consult with University officials.

(f) An **Executive Committee** consisting of six members of the full-time Faculty of Arts, Sciences and Engineering. The Deans of the School of Arts and Sciences and the School of Engineering shall be members ex officio without vote. The faculty members shall be elected by the Faculty from among its members who have served the University at least five years. The elected members will serve three-year staggered terms with each term beginning the day of the University Commencement in the year of the election. At all times, the Committee membership shall include at least two members from the Colleges of Liberal Arts and Jackson and one member from the School of Engineering. No more than one member of a single department may be a member of this Committee at any one time. No member of the faculty who has served a full term on this committee may stand for election for another full term until three years have passed since he or she left the committee.

The primary duty of the Executive Committee is to design the agenda of faculty meetings, doing so in the context of a coordinated collection of information from the administration, faculty committees, department chairs, and other sources, in order that discussions at faculty meetings adequately reflect faculty concerns

and proceed in a well-informed manner. The Executive Committee is also responsible for directing business to appropriate faculty committees and for assuring that there is no unnecessary overlap in the charges of those committees.

The committee is furthermore responsible for overseeing the committee structure and operation in general, ensuring the effective and efficient functioning of committees, and recommending changes when needed. The committee shall have the authority to replace a member of a committee if the Executive Committee determines that there is sufficient cause and need for such action. In the case of an elective committee, the replacement shall be the runner-up for that committee at the most recent regular or special election, if the runner-up is available and is eligible. If the runner-up is not available or is not eligible, a special election to fill the vacancy shall be held at the next regular faculty meeting or at a special meeting called for that purpose. The replacement shall serve on the relevant committee until the next regular faculty committee elections are held.

The Executive Committee appoints individuals from its elected membership to serve as faculty representatives to Trustee Committees.

### Section 3. Election Procedures for Elected Standing Committees.

#### (a) Nomination **and Election Procedures for Regular Elections.**

For regular elections, nominations of candidates for all elected standing committees of this Faculty shall take place at the first regular meeting of the Faculty of Arts, Sciences and Engineering scheduled during the spring term.

At least one week before the meeting at which nominations are scheduled, the Secretary of the Faculty shall send to each faculty member a copy of those sections of the Bylaws of the Faculty of Arts, Sciences and Engineering dealing with nomination and election procedures and the duties of elected committees and, for each committee for which an election is to be held:

1. a list of those members of the Faculty currently eligible for election, and
2. the names of those faculty members whose terms as members of the committee continue.

Nominations shall be made from the floor. The first nominations shall be those of the Committee on Committees. The nominee must be eligible and indicate or have indicated willingness to run. Other nominations may then be offered to the Chair of the Committee on Committees from the floor verbally or in writing; subsequently, faculty may recommend to the Chair other nominees.

Elections shall be held at the second regular meeting of the Faculty of Arts, Sciences and Engineering in the spring term.

At least one week before the meeting at which elections are scheduled, the Secretary of the Faculty shall send to each faculty member a list of the nominees for each committee.

At the election meeting, any member of the Faculty may speak favoring or opposing the election of any of the nominees or address questions to any of the nominees.

Voting shall be by ballot. Each voting member of the Faculty may vote for any number of nominees up to the total number of places to be filled.

Those nominees receiving the largest numbers of votes and remaining eligible will be elected. For each committee, the tellers will certify in writing, to the Secretary of the Faculty, the names of the persons elected and of the runner-up who shall be the non-elected nominee with the largest number of votes (for filling any subsequent vacancy as per subsection (d) below).

In the initial nomination and election of members for a newly established committee, the procedures used in regular nominations and elections shall be followed, except that there shall be terms of different lengths for the members initially elected to the committee. In the initial election of the members for a new committee, the nominee(s) receiving the highest number(s) of votes shall be declared elected for the full term(s), nominee(s) receiving the next highest number(s) of votes shall be declared elected for term(s) one year less than full term, and so through the entire list of nominees until all places on the committee are filled, the nominee(s) elected with the least number(s) of votes having term(s) of one year.

(b) **Re-election.** An individual who has served either a full term or a partial term amounting to a half term or more shall be ineligible for re-election to that committee for two years.

(c) **Term of office.** Newly elected members of elected standing committees shall take office on the election date specified on the election ballot, or as stated in committee-specific bylaws, and shall serve until the specified number of years has elapsed from that date. During the interval between election and the assumption of office, members may be invited to participate informally in the work of the committee to which they have been elected.

(d) **Nomination and Election Procedures for Special Elections.** If a duly elected member of a committee cannot serve for any portion of the term, the runner-up for that committee at the most recent regular or special election shall be declared elected if the runner-up is available and is eligible. If the runner-up is not available or is not eligible, a special election to fill the vacancy shall be held at the next regular meeting or at a special meeting called for that purpose before that time. When a vacancy occurs or is known to be imminent, the Secretary of the Faculty shall notify the Committee on Committees. Election procedures will then conform to those for regular elections, except that nominations and elections shall take place at the same meeting. Members declared elected shall serve for the vacated portion of the term.

**Section 4.** Each standing committee shall report to the Faculty in writing at least annually.

## ARTICLE V

**Section 1.** Each committee of this Faculty and of the Associated Faculties may determine, subject to the approval of the respective Faculty, the conditions of student participation, if any, in its deliberations, including the privilege of voting, provided:

1) that students may not serve as regular members of: the Academic Awards, Academic Review Board, (LA&J), Academic Standing and Honors (LA&J), Academic Standing (Eng), Committee on Committees, Engineering Graduate Studies, Executive Committee (AS&E), Executive Committee (GSAS), Faculty Advisory Board for Administration, Faculty Research Awards, Foreign Programs (EPC Subcommittee), Grievance Panel, Interdisciplinary Doctorate Overseers, Specific Learning Disabilities, and the Tenure and Promotion Committee;

2) and provided further that faculty members in a committee must always be a majority of those present when a vote is taken;

3) and provided further that the conditions are made known to the faculties and to the students generally.

Recommendations for student participation from an Associated Faculty shall take effect only on the concurrence of this Faculty.

**Section 2.** To assist the Committee on Committees in appointing student participants on such committees, appropriate student organizations may nominate to the Secretary of the Faculty candidates for consideration.

#### **ARTICLE VI**

The regular meetings of the Faculty shall be held at least three times yearly: one at the beginning of the fall term, one during the fourth or fifth week of the spring term, and one at the end of the academic year. Special meetings may be called at any time during the academic year by the President or the Provost and must be called within eight days whenever during the regular academic year there is delivered to the President's office a petition so requesting, reciting the agenda to be considered, and signed by a group of members of this Faculty adequate in number to form a quorum, unless, however, a regular meeting of the Faculty shall already have been scheduled to be held within fifteen days of the date on which the petition is received.

#### **ARTICLE VII**

Thirty-five members, including twenty-five of the professorial ranks, shall constitute a quorum for the transaction of business.

#### **ARTICLE VIII**

In the absence of the President, the Provost the Dean of the School of Arts and Sciences, and the Dean of the School of Engineering shall preside, in that order.

#### **AMENDMENTS**

The first three articles of the Bylaws of the Faculties of Arts, Sciences and Engineering and of the Associated Colleges and Schools may be amended only by vote of the Board of Trustees. Other amendments may be made in accordance with the following order of procedure, voted by the Executive Committee of the Board on January 21, 1904:

Amendments to the plan of administration not inconsistent with the Bylaws of the Trustees, or with the parts hereinbefore referred to as amendable by the Trustees only, may be made by a single Faculty in such parts of said plan as concern that Faculty alone, or, in parts concerning more than one Faculty by the agreement of all the Faculties concerned, such amendments being adopted by the vote of two-thirds of the properly qualified members of each Faculty affected at any stated meeting of said Faculty or Faculties, one month's previous notice of the proposed amendments having been given.

*These bylaws were approved by the faculty on May 14, 2008.*

*These bylaws were approved by the Board of Trustees on May 18, 2007.*