Complete Text of the
Bylaws of the Faculty of the School of Arts and Sciences

Preamble

The bylaws of the faculties of the schools and colleges of Tufts University are subject to the approval of the Trustees of Tufts College (Tufts University) and in all instances the Bylaws of the Trustees of Tufts College (Tufts University) supersede the Bylaws of the faculties of the schools of colleges of the university.

The Faculty of the School of Arts and Sciences shall include the School of the Museum of Fine Arts at Tufts (SMFA) and the Graduate School of Arts and Sciences (GSAS).

Hereafter, the word “school” shall refer to Tufts University School of Arts and Sciences and the word “faculty” shall refer to the Faculty of Tufts University School of Arts and Sciences.

The Faculty of Arts, Sciences, and Engineering (AS&E) shall determine 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.

Article I

Section 1. This faculty shall comprise all persons who hold full-time appointments at all ranks of lecturer, instructor, and professor, and persons in those ranks whose titles include the words “adjunct,” “visiting,” “research,” or “practice,” appointed to give instruction, engage in research, and conduct the academic affairs in the School of Arts and Sciences; the president, the provost, the Dean of the School of Arts and Sciences, the Dean(s) of Academic Affairs for Arts and Sciences, and such individuals as may be appointed by the president or by the faculty.

Section 2. Members of the Faculty of Arts and Sciences whose titles include the words “visiting,” “adjunct,” or “research” may not vote in deliberations of this faculty.

Article II

It shall be the function of this faculty to decide questions of policy concerning the admission of students to the School of Arts and Sciences, the academic supervision and general discipline of such students, and the development of appropriate curricula; to recommend to the Faculty of Arts, Sciences, and Engineering all candidates for degrees in its programs as authorized by the trustees; and to receive and act upon all reports of its committees.

Article III

The officers of this faculty shall be the President of the University, the Provost, the Dean of the School of Arts and Sciences, appointed by the trustees; the Dean of the Graduate School of Arts and Sciences, the Dean of the School of the Museum of Fine Arts, the Dean(s) of Academic Affairs for Arts and Sciences; and a secretary who serves by virtue of his/her election as Secretary of the Faculty of Arts, Sciences, and Engineering.
Article IV

Section 1. The appointed standing committees of the Faculty of Arts and Sciences are listed below. Unless otherwise specified, the term of service shall extend to five years from the date of appointment.

A. *A Committee on Academic Standing and Honors* consisting of eleven or more members. It shall consist of the Dean of Undergraduate Studies and the Associate Deans of Undergraduate Education, ex officio and without vote, and six or more members of the faculty. There should be at least one faculty member from each distribution area, and no more than one member of a single department may be a member of this committee at any one time. The committee shall have power to oversee all cases of deficiency in undergraduate academic work, to issue warnings, to place students on probation, and to require students to withdraw. The committee shall supervise the development of the standards required for academic honors, and candidates for degrees with highest honors shall be referred to the committee for recommendation to the faculty. Members shall serve for terms of five years.

B. *A Committee on Curricula* consisting of eight or more members. This committee shall consist of seven or more faculty members; up to three student members, including two undergraduate students designated by the TCU Senate and one graduate student designated by the Graduate Student Council; a member of the Tisch Library staff, ex officio and without vote; the Dean of Undergraduate Studies or designee, ex officio and without vote; the Dean of Arts and Sciences or designee, ex officio and without vote; and the Registrar for Arts, Sciences, and Engineering or designee, ex officio and without vote. The function of this committee shall be to care for the adjustment of the curricula. All proposed changes in the curricula should be referred to this committee before being referred to the faculty for final vote. Members shall serve for terms of five years.

C. *An Academic Review Board* consisting of ten or more members. This committee shall consist of the Dean of Undergraduate Studies and one Associate Dean of Undergraduate Education, ex officio and without vote, and seven or more faculty members, with at least one faculty member from each distribution area. The function of this committee shall be to determine which requirement or requirements of the undergraduate programs a course may count towards, and to respond to petitions from faculty or students related to the fulfillment of those requirements. Members shall serve for terms of three years.

D. *A Committee on Learning Outcomes Assessment* consisting of ten or more members. This committee shall consist of one faculty member from each distribution area, one faculty member from the Department of Education, one faculty member from an interdisciplinary program, one member of the Tisch Library staff, one representative of Institutional Research, and one representative of the Center for the Enhancement of Learning and Teaching (CELT). Additionally, one A&S academic dean and the Dean of Undergraduate Studies will sit on the committee, ex officio and without vote. The function of the committee shall be to review the annual department and program assessments of learning in all undergraduate majors, as well as to oversee direct and indirect assessment of undergraduate general education requirements. General policy issues identified by the committee shall be reported to the administration and/or appropriate faculty committees for consideration and action. Members shall serve for terms of three years.
E. An A&S Committee on Faculty Research Awards, consisting of nine or more members of the faculty of professorial rank, appointed for staggered five-year terms. The membership shall include at least one faculty member from each distribution area. The following shall be members ex officio without vote: the Dean of the School of Arts and Sciences or designee; the Vice Provost for Research or designee; 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 chair at the last meeting of the spring semester of each academic year and the Secretary of the Faculty share 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 and Sciences. Determinations concerning the distribution of funds shall be made by majority vote; in the event of a tie, the chair shall vote to break the tie. The committee shall be responsible for reviewing applications submitted to it, and, where appropriate, shall review evaluations, in support of the applications, from persons within and outside the university. In making awards, the committee shall 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.

F. An A&S Executive Committee, consisting of those members of the Executive Committee of AS&E whose primary appointments are in the school of Arts & Sciences. The responsibilities of this committee shall be the same as those of the AS&E Executive Committee, as they pertain to issues that affect only the School of Arts & Sciences.

Section 2. Each standing committee shall make a summary report to the Faculty in writing at least annually.

Article V

The regular meetings of the Faculty of the School of Arts and Sciences shall be held at least three times yearly, at the beginning of each term and at the end of the academic year. The Dean may call special meetings at any time.

Article VI

Fifteen members, of whom nine shall be of professorial rank, shall constitute a quorum for the transaction of business.

Article VII

In the absence of the President of the University, the Provost, the Dean of the School of Arts and Sciences, the Dean(s) of Academic Affairs, or an appropriate designee, shall preside.

These bylaws were approved by the faculty on November 20, 2019.
These bylaws were approved by the Trustees on February 8, 2020.