Constitution and By-laws
of The Faculty
of the College of Design
North Carolina State University

Preamble
The Faculty of the College of Design of North Carolina State University at Raleigh, in order to promote the educational, research and extension objectives of the College and the University; to establish its role in the determination of College policy in such objectives; to recruit faculty, administrators, and students regardless of race, age, gender, or physical disability; and to maintain the ideals of academic freedom which are the inherent property of a university faculty, does hereby effect this Constitution and By-Laws.

Article I
The College

Section 1. The Academic Units within the College of Design are the School of Architecture, the Department of Art and Design, the Department of Graphic Design and Industrial Design, and the Department of Landscape Architecture. These units shall be referred to hereafter as Academic Units. There is also a multidisciplinary Ph.D. in Design Program led by a Program Director.

Section 2. Each Academic Unit will have at least one Academic Administrative Officer who will be referred to as Academic Administrative Officers of the Academic Units. These will include the Head of the School of Architecture and the Heads of each of the Departments.

Section 3. The Academic Administrative Officers of the College will be the Dean; Associate Dean for Graduate and International Studies; and Associate Dean for Undergraduate and Interdisciplinary Studies. Persons holding these positions will have accompanying academic appointments.

Section 4. The title Assistant, whether Dean or Head, is reserved for an appointment which is fundamentally administrative.

Article II
The Faculty

Section 1. Voting membership in the College of Design shall be held by those full-time members of the College’s faculty, as described in Section 2 below.

Section 2. Persons eligible for voting membership in the College of Design Faculty are:

   a. Faculty holding academic rank of Professor, Associate Professor, Assistant Professor, Instructor; or

   b. Persons with qualifications not less than those of Instructor holding University rank of scholar in-residence, or full-time visiting faculty (after their first year at the College of Design); or

   c. Other professional EPA personnel who hold such qualifications that would be deemed adequate, on the basis of existing criteria, to permit them to hold academic rank in the College, and who are directly involved in teaching, research or extension activities.

Certification of qualifications for all voting members of the College of Design Faculty shall be made by the Secretary of the College Senate. The voting roster shall apply to all meetings of the faculty of the Academic Units, as well as, to meetings of or votes by the entire College faculty. A given faculty member may have voting
privileges in only one Academic Unit.

Section 3. Faculty holding Visiting, Adjunct or part-time status, including part-time lecturers, part-time instructors, and all persons of Emeritus status shall be accorded the privilege of participating in discussion at faculty meetings as non-voting members. All College of Design non-teaching EPA personnel shall be accorded the privilege of participating in discussion at faculty meetings as non-voting members.

Section 4. The Secretary of the College Senate shall be responsible for maintaining an up-to-date list of voting faculty. The voting roster shall be verified by the College Senate and distributed to the entire faculty by either posting on the College website or distributing the list to each individual through electronic mail.

Section 5. The official roster of the voting faculty shall be maintained by the Dean’s Executive Assistant of the College of Design, and shall be open for inspection by any member of the College community.

Article III
The College Senate

Section 1. There shall be a College Senate that consists of a representative from each Academic Unit of the College. The representatives from the Academic Units are to be voting members of the Faculty and are to be elected by a vote within their Academic Unit. Each representative shall serve a term of three years on a staggered basis. Representatives may serve consecutive terms if re-elected by their Academic Unit. To ensure continuity, the terms of the representatives shall run from January to January. Election of these representatives shall take place in November of each year.

Section 2. The officers of the College Senate shall be a Chairperson and a Secretary, who each serve one year terms and are in their second or third year on the Senate. These officers are designated by members of the College Senate following the fall elections. One of the College’s representatives to the University Faculty Senate shall be a non-voting, ex-officio member of the College Senate to serve as liaison between the two bodies. The Chair shall preside at all College of Design faculty meetings.

Section 3. The Secretary shall keep all records of College Senate actions; record minutes of all Senate and College of Design faculty meetings; conduct correspondence; send notice of meetings to all members of the Faculty; maintain a list of the voting Faculty; and perform such other duties as may be designated by the Senate and the Faculty.

Section 4. The College Senate is viewed as an action-oriented body for bringing faculty concerns to the Dean and vice-versa. Each representative to the Senate is charged with representing their Academic Unit in deliberations, thus each should bring issues of concern from the Academic Unit to the Senate, should communicate back to the Academic Unit concerns from other Academic units, resolutions to issues, and actions from the Dean’s office. The Senate is further charged to make sure that all positions on Senate Committees are filled, to assist the Dean in appointment of College representatives to University Committees, to bring matters before the Faculty of the College, and be the channel for review of all duly proposed changes in the College of Design Constitution and By-laws.

Article IV
Meetings

Section 1. The College Senate shall hold regular meetings during each semester of the academic year. The Chair of the Senate shall determine the time for these regular meetings prior to the start of each semester.

Section 2. Meetings of the entire College faculty may be called by the College Senate or by the faculty of any Academic Unit through their Senator.

Section 3. Except in cases of emergency, the Secretary of the College Senate shall notify each member of the faculty through
electronic mail at least five working days in advance of the date of a meeting of the entire faculty. Such notifications shall include the time, place, and agenda of such meeting. Items requiring Faculty action or approval may be placed on the agenda either by the College Senate, by resolution of any College Standing Committee, by Faculty action at the previous faculty meeting, or by petition of the Faculty of any Academic Unit. Items not included on the announced agenda may not receive final action at a faculty meeting. Under extraordinary circumstances this requirement may be waived by a two-thirds vote of the Faculty present and constituting a quorum.

Section 4. A quorum for faculty meetings of the College shall consist of 50 percent of the eligible voting Faculty of the College, with a minimum of one voting member from each of the Academic Units of the College of Design. The quorum must be present at the time of any vote. Similarly, a quorum at any faculty meeting of the Academic Units shall consist of 50 percent of the eligible voting faculty of that Unit.

Section 5. Voting in all faculty meetings shall be as follows: by voice vote, by standing vote, and by secret ballot. Voice vote or standing vote may be used on all matters unless request is made for a secret ballot. A secret ballot may be requested by any member of the Faculty and must be honored. On-line or e-mail ballots may be used for all faculty votes, including ratifications/changes to the Constitution and/or By-laws. All votes and all totals of tabulated votes shall be recorded in the minutes. All other matters of voting shall be in accordance with the rules adopted by the Faculty.

Article V
Standing Committees of the College

Section 1. There shall be seven Standing Committees of the College of Design under the direction of the College Senate. Committees are defined as representative groups of the Faculty of the Academic Units. They are to address continuing concerns of the Faculty of the College. The only Committee that is not a committee of the College Senate is the Administrative Council of the College, which is a Committee of the Dean. The Dean and the College Senate may each also appoint Task Forces. Task Forces are defined as groups that receive a specific charge to be completed within a specific period of time. At the completion of this charge the Task Force is to be disbanded. Academic Units may appoint as many committees as they wish in order to handle matters of the Academic Unit. Programs and Affinity Groups may also hold meetings.

Section 2. **Curriculum Committee.** The Curriculum Committee shall consist of one representative from each Academic Unit, selected by a vote of the Faculty within that Academic Unit. Each representative shall serve a term of three years on a staggered basis. Representatives may serve consecutive terms if re-elected by their Academic Unit. The College representative to the University Courses and Curriculum Committee, the College representative to the Graduate Administrative Board, and the Associate Dean for Undergraduate and Interdisciplinary Studies shall be members of this Committee in an ex-officio, non-voting capacity. The Chair of the Committee is to be elected by the representatives to the Committee. The term of the Chair is one year.

The Committee is to review and approve all curriculum matters at the graduate and undergraduate levels before they are advanced to the University’s Courses and Curriculum Committee and the Graduate Administrative Board. The committee reviews course and curriculum proposals that have advanced from academic unit reviews, the Ph.D. in Design Program, and college-wide proposals.

Section 3. **Scholarship, Research, Extension, and Engagement Committee.** The Scholarship, Research, Extension, and Engagement Committee shall consist of one representative from each Academic Unit, selected by a vote of the Faculty within that Academic Unit. Each representative shall serve a term of three years on a staggered basis. Representatives may serve consecutive terms if re-elected by their Academic Unit. The Assistant Dean for Research and Extension, shall be a member of this Committee in an ex-officio, non-voting capacity. The Chair of the Committee is to be elected by the representatives to the Committee. The term of the Chair is one year.

The Committee is to consider all scholarship, research, extension, and engagement issues, procedures, and
policies within the College and to recommend to the Faculty changes to these policies and procedures as deemed appropriate. The Committee is to encourage, nurture, support, expand, and disseminate research, extension, and sponsored program initiatives and activities in the College. The Committee is to solicit and evaluate scholarship, research, extension, and engagement projects, to disseminate and communicate information on scholarship, research, extension, and engagement opportunities, and to publicize outside of the College achievements by the faculty and students in the areas of research and sponsored programs.

Section 4. **Technology Committee.** The Technology Committee shall consist of one representative from each Academic Unit, selected by a vote of the Faculty within that Academic Unit. Each representative shall serve a term of three years on a staggered basis. Representatives may serve consecutive terms if re-elected by their Academic Unit. The Director of the Materials Lab, the Associate Dean for Graduate and International Studies, the President of Design Council, and the Staff of the Information Technology Lab shall be members of this Committee in an ex-officio, non-voting capacity. The Chair of the Committee is to be the Director of Information Technology who is also to be a voting member of the Committee.

The Committee is to recommend to the Dean policies and procedures regarding information technology within the College of Design. They are to maintain and, at appropriate intervals, review and revise a plan for the implementation of information technology to keep the College, its students, faculty, and staff current.

Section 5. **Library Committee.** The Library Committee shall consist of one representative from each Academic Unit, selected by a vote of the Faculty within that Academic Unit. Each representative shall serve a term of three years on a staggered basis. Representatives may serve consecutive terms if re-elected by their Academic Unit. The Director of the College of Design Library is to also serve on this Committee as a voting member. The Chair of the Committee is to be elected by the representatives to the Committee. The term of the Chair is one year.

The Committee is to advise the Director of the Library and the Dean of the College on the development and maintenance of the general and visual collection of the Harrye B. Lyons Design Library. The Committee shall further, on a regular basis, review and, when deemed appropriate, propose changes to the policies and procedures of the Library.

Section 6. **Awards Committee.** The Awards Committee shall consist of one representative from each Academic Unit, and one undergraduate and one graduate student. Committee members are to be appointed by the Dean in consultation with the College Senate. Each representative shall serve a term of three years on a staggered basis. Representatives may serve consecutive terms. A representative of the staff shall be a member of this Committee in an ex-officio, non-voting capacity. The Chair of the Committee is to be appointed by the Dean.

The Committee is to establish procedures for the selection of faculty and staff recognition through University Awards’ Programs. They are also to select recipients of those awards after proper solicitation of opinion from appropriate constituencies and to forward the credentials of the candidates to the appropriate University body for consideration.

Section 7. **College Reappointment, Promotion, and Tenure Committee.** The College Reappointment, Promotion, and Tenure Committee shall consist of one member from each Academic Unit who is to be appointed by the Dean from nominations by the College Senate. An additional member to the Committee is to be appointed by the Dean from the Faculty-at-large. Terms of appointment are for three years on staggered basis. Members may serve consecutive terms. The Chair of the Committee is to be appointed by the Dean for one year from members in their second or third year on the Committee. Members of the Committee must be full professors, except in cases where a full professor is not available to serve in which case a tenured Associate Professor may serve instead.

The Committee is to prepare, in accordance with a directive from the Provost, a written assessment of the credentials of each candidate who is being considered for reappointment, promotion, or tenure. This assessment is to be executed in a manner that is consistent with University and College RPT procedures, policies, and standards.
Section 8. **External Relations Liaison Committee.** The External Relations Liaison Committee shall consist of the President of the Design Guild, President of Design Council, the Chair of the College Senate, the Director of Communications, and the External Relations Staff.

The Committee provides leadership and oversight regarding alumni and professional relations, marketing, and communication in the College of Design. It is also charged with maintaining an annual calendar of college events and coordinating and communicating upcoming College events to the College Senate and the faculty.

Section 9. **General Provision on Committees.** All meetings of the Standing Committees of the College, with the exception of the College Reappointment, Promotion, and Tenure Committee, shall be open to College of Design Faculty members, EPA personnel, and students. All standing committees shall maintain written records, as described in Item 5 of the College of Design By-laws.

The charges of all Standing Committees shall be reviewed periodically by the College Senate, not less than once a year, following recommendations by the previous Committee and from Academic Units. Modifications to the charges of any Standing Committee shall be voted on by a simple majority of the Voting Faculty.

All Committee Chairs should be sensitive to potential impacts of committee business on the faculty, students, staff, and Academic Units of the College of Design and on the established operations and common resources of the College of Design. The Committees shall be responsible for involving the full faculty through the College Senate in the decision-making processes, as appropriate. Failure to involve the full Faculty in critical decisions, as stated above, may result in the Faculty overriding committee decisions.

A student may be appointed by the College Senate to serve as a voting member of each Standing Committee excepting the College Reappointment, Promotion, and Tenure Committee. The College Senate will request, at the beginning of the Fall Semester, the Design Council and other graduate and undergraduate student leaders to provide a slate of names to be considered as the student representative for each Committee. The College Senate will then appoint the student representative to each Committee from this slate.

Section 10. **Membership on Committees.** The Academic Administrators of the College may not serve as voting members of any of the College Senate Committees or as Academic Unit representatives to the College Senate. Otherwise, all members of the College of Design voting faculty as herein defined and as designated for each Committee, are eligible to serve on the College Senate and the Standing Committees of the College. Generally, a faculty member is expected to serve on one College Committee.

Section 11. **Task Forces.** As previously stated, the Dean and the College Senate may appoint Task Forces. Although those appointed by the Dean are responsible to the Dean they should also report regularly to the College Senate. These Task Forces may not supersede the work of one of the College Committees that is responsible to the College Senate.

Article VI
Collective Responsibility of the Faculty

Section 1. The Faculty shall have such powers and responsibilities as described in the university’s Policies, Regulations & Rules.

Section 2. Faculty are responsible for the curricula and the courses within those curricula. It shall be the duty of the Faculty to construct and maintain its educational policy, to make recommendations pertaining thereto, and to adopt rules and regulations appropriate to its operation.

Section 3. The Faculty may express, by formal resolution, its opinion or desire on any subject relating to the administration or policy of the College or the University.
Article VII
Administration

Section 1. Administrative Officers. The Academic Administrative Officers of the College shall include the Dean and all academic administrative persons appointed by the Dean including, but not limited to the Associate Dean for Undergraduate and Interdisciplinary Studies, and the Associate Dean for Graduate and International Studies. An administrative officer who holds a faculty appointment in a College of Design Academic Unit retains all faculty voting rights (with the exception of provisions under Article V, Section 10). Campus-level administrators (e.g., Chancellor, Vice Chancellors, and the Graduate Dean) who hold faculty rank and tenure in disciplines outside of the School of Design are considered non-voting ex-officio members at College of Design Faculty meetings. Academic Administrative Officers of the College shall be disallowed from voting on issues addressed at a College Faculty meeting if and when those same administrators shall exercise the right of approval on the action subsequent to the faculty vote.

Section 2. Dean. The Dean must be from one of the design disciplines represented in the College of Design. The Dean is the principal administrative officer of the College, Head of the Faculty, and is responsible to the Chancellor through the Provost and Vice Chancellor for the administration of the College. This involves the formulation of recommendations to the Provost and Vice Chancellor, in accordance with University policies and procedures, for appointments, tenure, promotion, and termination for all personnel in the College of Design.

The Dean is responsible for the management of the College’s fiscal, physical and personnel resources, and for the development of academic, research and public service programs consistent with University policies. The Dean will represent the College of Design and the University in activities and issues of public interest concerning the design professions.

In discharging of the duties of this office, the Dean shall:

a. Formulate and present policies to the Faculty for its consideration and action where appropriate.

b. Keep the Chancellor, the President of the University system, the Board of Trustees, and the Board of Governors, fully informed of the operations and needs of the College.

c. Communicate to the Chancellor and/or the Provost and Vice-Chancellor for the Faculty on the activities and programs of the College.

d. Serve as the official medium of communication (i.e., in person or by proxy) for all official business of the College between the Chancellor, the Faculty, other campus authorities, the students, and the public.

e. Be responsible for proper use and assignment to College units of space allocated to the College.

f. Be responsible for compliance by the College of Design with policies and procedures stipulated in the NCSU Policies, Regulations & Rules.

g. Consult with the College Senate regarding issues germane to the faculty. Appoint Task Forces to aid in developing policy not assigned to Standing Committees of the College.

h. Serve as Chairperson of the Dean’s Administrative Council.

i. Serve as chief fund-raiser for College of Design.

j. Be responsible for recruiting gifted faculty and students and ensuring diversity within each of these groups.

Section 3. Associate and Assistant Deans. The Associate and Assistant Deans are responsible to the Dean in assisting the execution of the activities of the Office of Dean, in coordinating the programs of the College, and in assuming
responsibilities assigned to them by the Dean. Associate Deans are appointed by the Dean following a search process for external candidates and through faculty consultation facilitated by the College Senate for internal candidates.

The Associate Dean for Undergraduate and Interdisciplinary Studies may not serve as an Academic Administrative Officer of an Academic Unit concurrently, except as an interim solution in emergency situations.

Responsibilities of the Associate Dean for Undergraduate and Interdisciplinary Studies are to:

a. Serve as Director of the Design Studies Program.
b. Provide administrative leadership and coordination of all activities assigned by the Dean.
c. Represent the Office of the Dean on appropriate committees.
d. Serve as a voting member of the Dean’s Administrative Council.
e. Serve as an ex-officio, non-voting member of the Curriculum Committee.

The Associate Dean for Graduate and International Studies may not serve as an Academic Administrative Officer of an Academic Unit concurrently, except as an interim solution in emergency situations.

Responsibilities of the Associate Dean are to:

a. Serve as director of the Ph.D. in Design Program.
b. Coordinate the Prague Institute and International Programs of the College
c. Work with departmental DGP’s regarding departmental graduate programs and serve as the College Liaison to the Graduate School.
d. Represent the Office of the Dean on appropriate committees.
e. Serve as an ex-officio, non-voting member of the Technology Committee.

The Assistant Dean positions will be administrative in nature and held by persons without concurrent academic appointments, and are appointed by the Dean. The responsibilities of the Assistant Dean positions include: oversight and management of the Budget Office, the External Relations and Development Office, Student and Academic Services and Scholarship, Research, Extension and Engagement.

Section 4. Academic Administrative Officers of the Academic Units. The Heads of Departments and the School of Architecture are the chief executive officers of the Academic Units and are responsible to the Dean and the Faculty of the Academic Unit for its administration. The Academic Administrative Officers of the Academic Units have a variety of planning and management duties and should seek the counsel of the senior faculty of the respective Academic Unit and delegate appropriate responsibilities. As a faculty member, the Academic Administrative Officers of the Academic Units are expected to participate in and contribute to the academic activities of the Academic Units.

Responsibilities are to:

a. Provide leadership toward the achievement of excellence in teaching, scholarship, research, extension and service activities of the Academic Unit.
b. Be responsible to the Dean and the Academic Unit faculty for the execution of Academic Unit, College, and University policies. The Academic Administrative Officer of the Academic Units shall have general direction of the fiscal, academic and personnel activities of the department and shall set priorities, where appropriate.
c. Consult with Academic Unit personnel in the formulation of Academic Unit policies.
d. Call regular meetings of the Academic Unit faculty to discuss educational procedures, research programs, personnel policies and other activities of the Academic Unit, College, and University.

May 8, 2013
e. Be responsible for maintaining high standards of scholarship and morale in the Academic Unit and implementation of Academic Unit programs.

f. Prepare Academic Unit budgets and be responsible for the assignment and the expenditures of Academic Unit funds.

g. Be responsible for the allocation, use and care of Academic Unit’s space, equipment, and supplies.

h. Be responsible for the employment, performance, and welfare of the staff (SPA) employees in the Academic Unit, either directly or by proxy.

i. Provide opportunities for the professional growth of Academic Unit faculty members and provide reasonable support to each in achieving their goals.

j. Have frequent, frank, informal, individual conversations with Academic Unit faculty members.

k. Consult one or more times annually with each faculty member of the Academic Unit to evaluate the nature, scope and quality of their work. A written summary of this evaluation should be given to and discussed with the faculty member and a copy should be placed in their personnel file.

l. Orient each new full-time faculty member in the Academic Unit to acquaint them with College and University regulations; inform them of procedures on faculty promotion, tenure, leave and termination and the current status and future expectations for their career and program.

m. In consultation with the senior faculty of the Academic Unit, recruit faculty and make recommendations on personnel actions, appointments, dismissals, promotions, granting of tenure, salary adjustments, reprimands, etc.

n. Coordinate, initiate, develop and supervise financial and equipment support for the faculty of the Academic Unit.

Article VIII
Review, Appointment, Non-Reappointment, Promotion, Conferral of Tenure and Selection Of Academic Administrative Officers For the College and its Academic Units

Section 1. All personnel actions within the College and its Academic Units shall be conducted in accordance with the current relevant provisions of the North Carolina State University Promotion and Tenure Regulations.

Section 2. Recommendations for appointment of the Dean and Associate Deans shall be made in accordance with North Carolina State University policies regarding the nomination of academic officials.

Section 3. The Dean and the Faculty of the Academic Unit in accordance with North Carolina State University Policy shall make recommendations for appointment of Academic Administrative Officers of the Academic Units on the nomination of academic officials.

Section 4. Review of Academic Deans and Academic Administrative Officers of Academic Units shall be made in accordance with North Carolina State University Policies on the review of academic officials. This policy should be on file with the Dean’s Executive Assistant and be available for inspection at any time.

Section 5. The Dean of the College of Design shall maintain a document specifying the criteria and procedures for review, appointment, non-reappointment, promotion, conferral of tenure; selection of Academic Administrative Officers of the College and Academic Units; and selection of Administrative Officers of the College. The document shall be reviewed annually by the College Senate and should be on file with the Dean’s Executive Assistant.
Article IX
Dean's Administrative Council

Section 1. The Dean's Administrative Council shall consist of the Dean; Associate Deans; and Academic Administrative Officers of Academic Units. Assistant Deans, a representative of the Design Council, the Director of CAM, and the Chair of the College Senate will serve as non-voting, ex-officio members. Additional ex-officio, non-voting members may be added to the Administrative Council at the discretion of the Dean.

Section 2. The Dean's Administrative Council shall (1) advise the Dean on administrative policies; (2) study and make recommendations regarding problems of educational policy referred to it by the Dean, the College Senate, a Standing Committee of the College, or the University and make recommendations; (3) implement policies, procedures, and curricula approved by the Faculty of the College of Design and its Academic Units; and (4) perform such other duties as may be appropriate.

Section 3. The Dean's Administrative Council shall hold regular meetings. The Dean may call special meetings as the need arises.

Article X
College of Design Strategic Plan

A Strategic Plan for the College of Design must be on file in the Office of the Dean of the College. The College of Design Strategic Plan shall be reviewed by the faculty of the College periodically, and not less than once every three years. This Constitution and By-laws and the Strategic Plan shall remain consistent with each other.

Article XI
Amendments

Section 1. Amendments to the Constitution may be proposed in writing by any voting member of the College Faculty, by any Committee, or by the Dean's Administrative Council. Such proposals shall be submitted to the Secretary of the College Senate for study by the College Senate and recommendation to the Faculty.

Section 2. No substantive amendment shall be voted on until it has been submitted for study and report to the College Senate.

Section 3. Amendments shall be adopted by a two-thirds majority of the voting Faculty.

Article XII
Ratification

Section 1. The Constitution shall be recommended for administrative approval, when ratified by two-thirds of the voting faculty members of the College of Design. Revised Constitution adopted: ___________________________ (date)

Signed: ____________________________________________________________

Dean of the College of Design

______________________________

Chair of the College Senate

May 8, 2013
College of Design Faculty
By-laws

1. The representatives of the Academic Units to the College Senate are expected to report the actions and discussions of the College Senate to the Faculty of the Academic Units on a regular basis — at least once per month. Such reports may be written or given verbally at a regularly called meeting of the Academic Unit.

2. The Chair of the College Senate shall preside at meetings of the College of Design Faculty. At these meetings, unless otherwise provided by the Faculty, Roberts’ Rules of Order (latest revised edition) shall be used in settling any question of parliamentary discussion that may arise. A member of the Faculty shall be designated by the Chair of the College Senate to assist the presiding officer in solving any questions of parliamentary procedure that may arise.

3. A quorum for the transaction of any business at a meeting of the Faculty shall consist of at least 50 percent of the College of Design voting members of the Faculty with a minimum of one voting member from each of the Academic Units in the College.

4. Representatives from the Academic Units to the Standing Committees of the College, unless otherwise indicated in Article V of the Constitution, are to be selected by a majority vote of the voting Faculty of the Academic Unit. The representatives to the College Senate are to be elected by the Academic Units in November so the College Senate can select the Chair and Secretary in December. The selection of the Chair and Secretary are to be administered by the Standing College Senate. The representatives to the Standing Committees of the College are to be elected by the Academic Units by May 1. This will insure that the Committees are in place by the beginning of the next Academic Year.

5. Minutes, special reports, year-end reports, and other pertinent written material of the Standing Committees of the College, with the exception of the College Reappointment, Promotion, and Tenure Committee, are to be kept on file by the Dean’s Executive Assistant and available for perusal by any member of the Faculty of the College. A final year-end report of the Committee’s activities is also to be filed with the Secretary of the College Senate. The Chair of each Standing Committee is responsible for keeping files up-to-date. The contents of these files are to be placed in the College’s archives by the Dean’s Executive Assistant before the beginning of the next Academic Year and be made available to any Faculty member for three years.

6. If an elected representative from an Academic Unit on a Standing Committee of the College resigns or is unable to serve during his or her term of office, the Faculty of the Academic Unit in question shall elect a replacement for that member. The election is to take place as soon as possible after his/her resignation is made known. The replacement representative will serve until the end of the original member’s term. If an Academic Unit’s representative on such a committee requests a leave of absence, the Faculty of the Academic Unit in question shall elect another Faculty member to serve in that representative’s place for his/her absence. In either event, the Academic Unit in question shall undertake action immediately to inform the Chair of the College Senate of the nature of the action taken and the identity of the replacement.