

# **Constitution of the College Faculty**

**College of Arts and Architecture  
The Pennsylvania State University**

**Originated April 23, 2013**

**Amended by unanimous vote by  
the Arts & Architecture Faculty  
Council January 24, 2016**

**Approved by University Senate Council on  
June 27, 2017**

## **Preamble:**

This constitution establishes the organization of the College Faculty within the College of Arts and Architecture and confirms the College of Arts and Architecture Faculty Council as the elected representative voice of the College Faculty both within the College and throughout the University. As an elected representative body, it shall serve to support the academic and curricular activities of the College and its individual units. The authority vested in this constitution has been delegated by the University Faculty Senate. The Faculty Council's responsibility is to seek the guidance of the Faculty and serve its will through legislative, forensic, advisory and consultative duties delegated by the University Faculty Senate and described in this document. This constitution establishes the procedure by which College of Arts and Architecture Faculty can initiate referenda, engage in effective dialog, and impact decisions of the elected representatives of the College Faculty.

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## **Constitution**

### **Article I – Functions**

#### **The Faculty Council of the Arts and Architecture has the following functions.**

##### Section 1

###### A. Legislative:

The Faculty Council, as elected representatives of the College Faculty, shall serve as the representative legislative body to support the academic and curricular functioning of the College and its individual units, as authorized by the University Faculty Senate. The matters within the legislative jurisdiction of the Faculty Council are those delegated to the Faculty Council by the University Senate:

1. Instructional programs
2. Courses and programs of study
3. Academic admission standards
4. Retention and graduation requirements
5. Criteria for scholarships and honors
6. Research policy
7. Access to educational resources and information systems for academic purposes

###### B. Advisory and Consultative:

It shall also advise and consult with the Dean, on appropriate matters pertinent to the educational, research and creative accomplishment, and service objectives of the College, such as:

1. The establishment, reorganization, or discontinuation of organizational units and areas of instruction or research
2. Policies and operations concerning the planning of instructional resources, infrastructure, and physical facilities for educational and research objectives
3. Policies affecting the College's libraries (physical and digital)
4. Policies affecting the development and utilization of resources
5. Matters pertaining to the general welfare of the College
6. Overall educational policy and planning, as they affect instruction, research, and service
7. The College calendar
8. Faculty affairs including academic personnel (staff)
9. Student affairs
10. Other appropriate matters

C. Forensic:

The Faculty Council shall serve as a forum for the exchange of ideas among the members of the University Community and College Faculty. To serve this function, it shall have forensic capabilities.

Section 2

- A. The authority of the Faculty Council shall not prevent departments from regulating their affairs. However, action by departments shall be consistent with College-wide policy as enacted by the Faculty.

**Article II – Membership**

- 1) The Faculty Council's membership is as follows:
  - a. Voting Membership
    - i. One (1) Unit Faculty Representative elected from the College Faculty who hold standing appointments in each College Academic Voting Unit
    - ii. Four (4) All College at-large Faculty Representatives elected from the College Faculty.
    - iii. Two (2) All College Fixed Term Faculty Representatives elected from the Fixed Term I or Fixed Term Multi-Year College Faculty as defined in Policy HR06.
  - b. Non-voting members are as follows:
    - i. The Dean of the College.
    - ii. The College Faculty Senator who sits on the University Senate Council or member of the University Faculty Senate selected by the College Senate Caucus.
    - iii. A representative of the University Graduate Council.
    - iv. One (1) Undergraduate Student Councilor.
    - v. One (1) Graduate Student Councilor.
  - c. To insure fair representation, no academic unit can exceed more than 25% (3 members) of the total membership of the Faculty Council.
- 2) The Electorate
  - a. The electorate of the Faculty Council shall be the Standing, Fixed Term I, and Fixed Term Multi-Year Faculty of the College.

3) Representation

- a. The College Faculty members have the right to nominate and vote for Faculty Councilors to act as their representatives to the Faculty Council. The College Faculty shall elect these Faculty Representatives from amongst its membership. The election procedure shall provide that every member of the electorate has the opportunity to place names in nomination and cast appropriate secret votes.

**Article III – Amendment to the Constitution**

- 1) A quorum for amending the Constitution shall exist when one third of the College Faculty are present (either physically or electronically), and amendments to the Constitution may be adopted at any meeting by a two thirds vote of the College Faculty present, provided the amendments have been presented in writing, announced in the published Faculty Council minutes, and placed on the agenda at least one (1) month prior to the meeting. Successful amendments shall be submitted for approval to the Executive Director of the University Faculty Senate. An amendment shall take effect upon approval of the University Faculty Senate Council approves it.

## **Bylaws of the College of Arts and Architecture Faculty Council**

### **Article I - Officers**

- 1) The officers of the Faculty Council shall be a Chair, Chair-Elect, and Secretary.
- 2) At the first meeting of the academic year, the Faculty Council shall elect from among its members a Chair-Elect and Secretary. The terms of office will be one (1) year. Neither office shall be held by a College Administrator.
- 3) The Chair-Elect shall assume the duties of the chair the following academic year.
- 4) The Chair shall be the presiding officer of the Faculty Council and shall have the authority to convene the Council and create the agenda, in consultation with the Council.
- 5) In the Chair's absence, the Chair-Elect shall assume the duties of the Chair.
- 6) The Secretary shall keep the official roll, prepare and publish notices, prepare and publish the agenda and minutes of the Faculty Council meetings, and shall perform other duties appropriate to the office.

### **Article II - Election to the Faculty Council**

- 1) Election Procedure for Faculty Council Representatives:
  - a. For the sole purpose of electing councilors, the College Faculty shall be divided into the following groups hereinafter referred to as College Academic Voting Units:
    - i. Department of Architecture of the H. Campbell and Eleanor R. Stuckeman School of Architecture and Landscape Architecture
    - ii. Department of Landscape Architecture of the H. Campbell and Eleanor R. Stuckeman School of Architecture and Landscape Architecture
    - iii. Department of Art History
    - iv. School of Music
    - v. School of Theatre
    - vi. School of Visual Arts
    - vii. College Fixed Term Faculty (Fixed Term I and Fixed Term Multi-Year)
  - b. Each College Faculty member shall be counted in one, and only one, College Academic Voting Unit. Members of the College Faculty not included in one of the above units may petition for assignment to a College Academic Voting Unit, according to procedures the Faculty Council may establish.
  - c. For defining the electorate of the Faculty Council the term "College Faculty" shall mean all persons who hold full time academic appointments.

- d. The College Academic Voting Units will participate in voting as follows:
  - i. The school and departmental College Academic Voting Units shall each elect one (1) Unit Faculty Representative from their respective units.
  - ii. The combined College Faculty of the College Academic Voting Units shall jointly elect four (4) All College at-large Faculty Representatives.
  - iii. The College Fixed Term Faculty Academic Voting Unit shall elect two (2) All College Fixed Term Faculty Representatives.
- e. The electorate of the Faculty Council shall be organized as follows:
  - i. For electing Unit Faculty Representatives, the electorate shall be College Faculty members who hold standing appointments within each respective school or departmental College Academic Voting Unit.
  - ii. For electing All College at-large Faculty Representatives, the electorate shall be the combined College Faculty of the College Academic Voting Units.
  - iii. For electing All College Fixed Term Faculty Representatives, the electorate shall be the Fixed Term I and Fixed Term Multi-Year College Faculty from the College Fixed Term Academic Voting Unit.
  - iv. For the full-time Undergraduate Student Representative, the electorate shall be the members of the college-wide undergraduate student government organization.
  - v. For the full-time Graduate Student Representative, the electorate shall be the members of the college-wide graduate student government organization.
- f. Each year there will be four (4) election events:
  - i. The first will determine the Unit Faculty Representatives.
  - ii. The second will determine the All College at-large Faculty Representatives.
  - iii. The third will determine the College Fixed Term Faculty Representatives.
  - iv. The fourth will determine the Student Representatives.
- g. Elector and nominee participation qualifications:
  - i. Only faculty with standing appointments will participate in elections for the Unit Faculty Representatives as either nominees or electorate.
  - ii. All of the College Faculty (standing, Fixed Term I and Fixed Term Multi-Year) will participate in the elections for All College at-large Representatives as nominees and electorate.

- iii. Only faculty with Fixed Term I or Fixed Term Multi-Year appointments will participate in the elections for the College Fixed Term Faculty Representatives as either nominees or electorate.
  - h. The responsibilities for organizing and holding elections are as follows:
    - i. The school and departmental College Academic Voting Units are each responsible for organizing and holding their own elections for their Unit Faculty Representatives.
    - ii. The Faculty Council is responsible for organizing and holding elections for the All College at-large Representatives and the College Fixed Term Faculty Representatives.
    - iii. The Faculty Council will establish procedures for the nomination and election of Student Representatives.
  - i. The terms of office and term limits are as follows:
    - i. The terms of the Faculty Representatives will be two (2) years.
    - ii. The terms of the Student Representatives will be one (1) year.
    - iii. Faculty Councilors shall not serve more than two (2) terms consecutively. However, Councilors may serve more than two (2) terms non-consecutively.
  - j. Terms are staggered to ensure continuity in the following manner:
    - i. During the first year this constitution is in effect, the Faculty Council will require new elections for all Councilors.
    - ii. Thereafter, during the even years, the following College Academic Voting Units will elect Unit Faculty Representatives: Department of Architecture of the H. Campbell and Eleanor R. Stuckeman School of Architecture and Landscape Architecture, School of Music, and the School of Visual Arts.
    - iii. During the odd years, the remaining school and departmental College Academic Voting Units will hold elections.
    - iv. Correspondingly, during each even and odd year, the combined College Academic Voting Units shall jointly elect two (2) All College at-large Faculty Representatives and the College Fixed Term College Academic Voting Unit shall elect one (1) College Fixed Term Faculty Representative.
  - k. Communications regarding elections will be as follows:
    - i. The Unit Heads will communicate the results of the school and departmental elections to the Chair of the Faculty Council within one (1) week of the election.
    - ii. The Secretary of the Faculty Council will announce the results of all elections in the first published minutes of the Faculty Council following the election.
- 2) Procedure for resigning, filling vacancies, and grounds for removal from Faculty Council are as follows:
  - a. An elected Councilor who is unable to carry out Faculty Council



- responsibilities may resign for any reason if he or she wishes.
- b. In a case where an elected Councilor is unable to complete the elected term, the appropriate College Academic Voting Unit shall hold a special election to choose a new Councilor, who will complete the unfinished term.
  - c. At their discretion, the College Academic Voting Units may hold a special election to replace a school or departmental Unit Faculty Representative who has three (3) or more absences from the plenary meetings of the Faculty Council in any academic year.
  - d. At their discretion, the Faculty Council may hold a special election to replace an All College at-large Representative or College Fixed Term Representative who has three (3) or more absences from the plenary meetings of the Faculty Council in any academic year.
- 3) Timing of elections and dates for assuming office are as follows:
- a. Election of College Councilors for the following year shall take place before the end of the spring semester.
    - i. Within the last four (4) weeks of each academic year, the Academic Voting Units will organize and hold elections for their Unit Faculty Representatives for the upcoming year.
    - ii. Within the last four (4) weeks of the academic year, the Chair of the Faculty Council will organize and hold the elections for both the All College Fixed Term Faculty Representatives and the All College at-large Faculty Representatives for the upcoming academic year.
  - b. Councilors shall assume office effective June 1 of the year and shall serve a two-year term through May 31.

### **Article III - Committees**

- 1) The Faculty Council, in order to maintain its legislative, forensic, and advisory and consultative responsibilities, shall determine any ad-hoc committee structure and composition. The Faculty Council may include any University personnel or any student of the University to serve as members within any ad-hoc committee.
- 2) All members of standing committees who are not members of the Faculty Council shall have non-voting privileges of the floor when the subject of discussion pertains specifically to the work of their respective committee.
- 3) Direct consultation between the Faculty Council, its committees, members of the administration, faculty, and the student body of the College is encouraged as appropriate.
- 4) Any report approved by a committee at the last meeting on one academic year shall be presented to the Council and, if approved for the agenda, shall be presented to the Faculty Council at the beginning of the next academic year without review by the new committee.

- 5) The Faculty Council and its committees (excluding P&T) shall consider business presented to the Council within two meetings after submission.
- 6) With the exception of the P&T committee, all committees will keep minutes of their meetings and communicate them to the Faculty Council within two (2) weeks of the meeting.
- 7) The Faculty Council, has full authority to decide which Committee has responsibility for considering any item that may overlap the responsibilities of more than one Committee. The Chair may speak on behalf of the Faculty of the College on items specifically delegated in their charge in the Standing Rules.

#### **Article IV - Meeting**

- 1) Regular meetings of the Faculty Council shall be held at least twice a semester during the fall and spring semesters of the academic year. Specific dates and times for the following academic year shall be set by the Chair in consultation with the Dean's office during the last meeting of the Faculty Council in the current academic year. Regular meetings of the Faculty Council, when scheduled, shall be held on the first Wednesday of the month during the College Common Hour meeting period (8:00-9:00 AM).
- 2) The Chair shall convene the Faculty Council in response to:
  - a. A request of the Dean.
  - b. A request from a standing committee having a specific report to convey.
  - c. A request from a majority of elected members of the College of Arts and Architecture Faculty Council.
  - d. In response to a written petition of at least ten (10) members of the College Faculty to consider proposals of the petitioners stated in writing, providing the petition contains:
    - i. A statement of purpose of the petition.
    - ii. The names of two (2) faculty members designated to meet with the College of Arts and Architecture Faculty Council. The two faculty members will review the issue substantively with the Chair before the special meeting of the College of Arts and Architecture Faculty Council.
- 3) A regular meeting of the Faculty Council may be cancelled by the Chair no less than 24 hours before its scheduled date.
- 4) Each fall and spring semester, the Chair of the Faculty Council shall call at least one overall meeting of the College Faculty. These meetings shall follow the procedures stated in Standing Rules, Article I. In addition, at least three weeks prior to the meeting, The Chair of the Faculty Council shall make public the date, time, and place of the meeting and call for agenda items from the Dean of the College of Arts and Architecture, the chairs of the standing committees, members of the Faculty Council and the College Faculty. The agenda for the meeting shall be published one week in advance of the meeting by the Council Chair.
- 5) Guests of the Faculty Council and members of the University community who are not Council members may attend Faculty Council meetings as observers and may be granted the privilege of the floor in accordance with rules established by

Faculty Council.

- 6) In order to facilitate frank and open discussions of important or controversial topics, a motion to go into an executive session of the voting members may be adopted by a majority vote at any meeting. To preserve transparency, legislative business may not be conducted during any executive session.

#### **Article V - Quorum**

- 1) A quorum for transaction of business of the Faculty Council shall consist of two-thirds (2/3) of the voting members.

#### **Article VI - Delegation of Authority**

- 1) Authority for functions of the Faculty Council, as defined in Article I of the Constitution, may be delegated in part or in whole to the committees of the Faculty Council upon approval by the Faculty Council. Such delegations shall be limited to those functions appropriate to those committees concerned.
- 2) Standing Committees that follow established policies at the College level, including the Promotion and Tenure Review Committee and the Sabbatical Review Committee shall operate according to their charges as prescribed by University Senate policy.
- 3) The Faculty Council may charge ad hoc committees to address special issues in response to matters of importance to the College Faculty. Ad hoc committees will act in accordance with the Standing Rules Article I.8

#### **Article VII - Referenda**

- 1) The Faculty Council may conduct referendums of the College Faculty to obtain information concerning any subject under its purview.
- 2) In the event the Faculty Council takes an action that may appear to be contrary to the interests of the College Faculty, the College Faculty may petition the Faculty Council to conduct a referendum for the issue under consideration. Upon receipt of a petition from twenty percent (20%) of the College Faculty, the Council shall conduct a referendum of the College Faculty for the issue under consideration. If a majority of the College Faculty polled agree that an item of legislation adopted by the Faculty Council during the last calendar year is contrary to the interests of the faculty, then the issue will be debated and voted on during a special all-college meeting at which time a majority of votes by the College Faculty shall be necessary to amend or rescind the legislation.
- 3) At the beginning of each academic year, the Faculty Council shall conduct a nonbinding informational referendum to determine which significant issues are of general interest to the overall College Faculty.

#### **Article VIII - Rules of Procedure**

- 1) The Faculty Council shall establish its rules of procedure.

**Article IX – Amendments to the Bylaws**

- 1) When a quorum as defined by Article V of the Bylaws is present, amendments to the Bylaws may be adopted at any meeting of the Faculty Council by a two-thirds (2/3) vote of the voting members present, provided the proposed amendments have been presented in writing, announced in the published Faculty Council minutes, and placed on the agenda at least one (1) month prior to the meeting. Following approval, the amended Constitution and its Bylaws and Standing Rules will be submitted by the Chair to the University Faculty Senate for ratification.

## **Standing Rules**

### **Article I – Rules of Procedure**

- 1) The rules of procedure in the meetings of the Faculty Council shall be those of Robert's Rules of Order, latest edition. All motions, except as may be otherwise specified in the Constitution of the College Faculty, its Bylaws, or its Standing Rules, shall be determined by a majority of votes. With the exception of election of officers, secret ballots may only be initiated by a two-thirds (2/3) majority of Councilors present and voting may only take place when a quorum is present as defined by the Bylaws Article V section I. All meetings of the Faculty Council shall include specific note of the beginning and end times and be of such length to allow for adequate deliberation and the completion of the business of the Council. Further, provisions shall be made to allow for electronic participation and electronic voting.
- 2) The order of business at each regular meeting of the Faculty Council shall be as follows:
  - a. Approval of minutes of the preceding meeting
  - b. Communications to the Faculty Council
  - c. Announcements by the Chair
  - d. Comments/advisory requests by the Dean of the College of Arts and Architecture or his or her representative
  - e. Reports of Standing Committees
    - i. College Promotion and Tenure Committee
    - ii. College Sabbatical Leave Review Committee
    - iii. College Committee on Undergraduate Curricular Affairs
    - iv. College Committee on Graduate Curricular Affairs
    - v. College Committee on Research and Creative Activity
    - vi. College Committee on Scholarships and Awards for Undergraduates
    - vii. College Diversity Committee
    - viii. College Academic Integrity Committee
    - ix. College Committee on Educational Resources, Information Systems, and Technology
    - x. College Committee on General Education
  - f. Reports from Ad Hoc Committees
  - g. Report by the Faculty Senate Caucus Representative
  - h. Report by the University Graduate Council Representative
  - i. Unfinished business
  - j. New business
  - k. Forensic business
  - l. Comments and recommendations for the good of the college
- 3) The order of business may be changed by the Chair of the Faculty Council prior to any meeting. Any or all items in the order of business may be suspended at any regular meeting of the Faculty Council by a two-thirds (2/3) vote of the members present, and at any special meeting by decision of the Chair.
- 4) The Faculty Council may convene special Council meetings at such times and for such purposes as the Chair deems necessary for the effective discharge of the business of the Faculty Council.

- 5) During the last meeting of the academic year, specific dates and times for the regular meetings shall be determined by the Faculty Council (in consultation with the Dean or her or his designate) for the following year, and then announced to the full Faculty Council and College Faculty. The Chair may change the time or date of a meeting by notifying all Councilors by electronic mail at least eight (8) days before the originally scheduled or rescheduled dates, whichever is earlier.
- 6) The order of business for any special meeting of the Faculty Council shall be determined by the Chair.
- 7) At least three weeks prior to a regular meeting, the Chair of the Faculty Council shall call for agenda items from the Dean of the College of Arts and Architecture and chairs of Standing Committees. Committee reports and legislative proposals should be communicated to the Chair for inclusion as appendices to the agenda. The agenda and appendices for each regular meeting of the Faculty Council shall be posted to an appropriate electronic distribution system no less than one week before a regular meeting.
- 8) The Faculty Council may appoint ad hoc committees to consider subjects not already assigned to Standing Committees of the Faculty Council. Such ad hoc committees shall be terminated no later than the end of the academic year unless reappointed by the new Council. All ad hoc committees shall present reports of their activities to the Faculty Council upon termination of the committee or earlier as requested by the Chair of the Faculty Council.
- 9) The Introduction of Legislative, Advisory, Consultative, and/or Forensic Business shall be as follows:
  - a. Matters to be voted on may be introduced by the Chair or Standing Committees of the Faculty Council. Any Councilor may address a communication to the Chair of the Faculty Council or to any Committee Chair indicating an item of business that Councilor wishes to be considered. Legislation proposed on the floor of the Faculty Council that has not been communicated through the Chair or a Standing Committee of the Faculty Council shall be held on the table until the next regular meeting of the Faculty Council. If the Faculty Council deems the item to be of sufficient urgency, the Chair may call a special meeting to consider the item before the next regular meeting.
  - b. Forensic business provides an opportunity for any Councilor to discuss any matter of concern to Faculty Council. To introduce forensic business a Councilor must present to the Chair in writing a title and brief summary of the matter to be discussed at least two weeks prior to the Faculty Council meeting, so that it may be included in the agenda for the meeting.
  - c. Matters of forensic business shall not be the subject of any motion until the Chair declares the forensic period to be at an end. Only members of the Faculty Council may introduce new legislative or forensic business.
  - d. Any member of the Board of Trustees, University Faculty Senate, administration, Faculty, student body, staff, or guest of the University not

a member of the Faculty Council may be granted the privilege of the floor to make comments and recommendations for the good of the College of Arts and Architecture and/or the University. Requests shall be made to the Chair, in writing four (4) days prior to the meeting for which the privilege is requested, for inclusion in the agenda for a regular meeting unless that condition is waived by the Chair.

- e. The Chair shall have the authority to place a time limit on the remarks of any nonmember of the Faculty Council.
  - f. The rules of this section may be suspended only by a two-thirds (2/3) vote of the Councilors present.
- 10) The Secretary of the Faculty Council shall electronically publish a tentative agenda at least three (3) days before each regular Faculty Council meeting.
- 11) Within fourteen (14) working days after each regular or special meeting, the Faculty Council Secretary shall publically publish the official record of its proceedings, including:
- a. the actual agenda of the meeting, including all appendices
  - b. substantive minutes of discussions and forensic business
  - c. verbatim motions and the results of any votes taken
- 12) The continuing record of the Faculty Council shall be maintained in the Office of the Dean of the College of Arts and Architecture. The official record of each Faculty Council meeting shall also be made available via electronic posting or distribution system on the College website.

## **Article II - College of Arts and Architecture Faculty Council Committee Structure**

- 1) Ad Hoc Committees of the Faculty Council
  - a. The Chair, as an *ex officio* member of all ad hoc committees, may authorize any elected member to be a representative of the Faculty Council at any ad hoc committee meeting. Ad hoc committees will act in accordance with the Standing Rules Article I.8.
  - b. All ad hoc committees may add to their membership non-voting resource personnel on the basis of their position, interest, expertise, or membership in a particular sector of the University community. Committees may add resource personnel on either a continuing or an ad hoc basis depending on the issues before the committee.
- 2) Standing Committees of the Faculty Council
  - a. College Promotion and Tenure Review Committee
    - i. Membership shall be one tenured faculty representative, as defined in Policy HR-23, from each of the College academic units. The Dean may appoint up to two additional members as prescribed by HR-23.
    - ii. Selection and Term of Office

1. One tenured faculty representative shall be elected according to HR-23 administrative guidelines from each academic unit by the tenured faculty of that Academic Unit.
2. The Dean may appoint up to two additional members.
3. Members of the committee must qualify in accordance with the rules set forth in Policy HR-23.
4. The term of membership for each elected committee member shall be two years. The terms of office shall be staggered according to guidelines established by the Dean in consultation with the Faculty Council.
5. The term of membership for the Dean's appointees shall be one (1) year.
6. The Chair of this committee shall be elected annually by the members of the College Promotion and Tenure Review Committee.

iii. Duties

1. The Committee shall review dossiers for promotion and tenure in accordance with the guidelines set forth in Policy HR-23. The committee forwards its recommendations to the Dean.

b. College Sabbatical Leave Review Committee

i. Membership

1. One faculty representative from each of the College academic units.
2. The Chair of the Faculty Council or his or her representative as a non-voting member.

ii. Selection and Term of Office of the Voting Members

1. Members shall be appointed by the Dean in consultation with the Faculty Council as stipulated by HR-17.
2. The term of office shall be (2) two years
3. Terms of office shall be staggered according to guidelines established by the Dean in consultation with the Faculty Council.
4. The Committee Chair shall be elected annually by the members of the committee.

iii. Duties

1. The committee shall review the department/school recommendations as well as the sabbatical leave application, consult as deemed appropriate, and submit its recommendations to the Dean in accordance with rules set forth in HR 17.



c. College Committee on Undergraduate Curricular Affairs

i. Membership

1. The Associate Dean responsible for undergraduate education as a non-voting member
2. One faculty representative from each College academic unit's curriculum committee
3. One undergraduate student
4. The College Senator assigned to the University Faculty Senate Curricular Affairs Committee as a non-voting member
5. The Chair of the Faculty Council or his or her representative as a non-voting member

ii. Selection and Term of Office of the Voting Members

1. Faculty representatives will consist of the chairs of the committee from each of the College Academic Unit's Curricular Affairs Committees or other member of the committee chosen by the chair.
2. Student representative shall be appointed by the Faculty Council in consultation with the Dean.
3. The term of office is (2) two years.
4. Terms of office shall be staggered according to guidelines established by the Faculty Council in consultation with the Dean.
5. The Chairperson is elected annually by the members of the committee.

iii. Duties

1. While the primary responsibility for development of courses and curricula resides with departmental faculty, the Committee shall review and evaluate all proposals respecting courses and curricula submitted by the units before they go to Senate.
2. It shall study the existing course and curricula of the College, shall make recommendations for changes when they appear justified, and shall report annually to the Council.
3. It shall be concerned with problems and issues related to overall educational policy.
4. It shall serve as the body of the Council advisory to the Dean on those matters that affect the attainment of the educational objectives of the College.
5. It shall maintain such liaison with the Dean's Office and with the University Senate as may be necessary to gain acceptance for its recommendations.

d. Committee on Research and Creative Activity

i. Membership

1. The Associate Dean responsible for research as a non-voting member
2. One faculty representative from each Academic Unit
3. The Chair of the Faculty Council or his or her representative as a non-voting member

ii. Selection and Term of Office of the Voting Members

1. Faculty representatives will be appointed by the Graduate Officer or Department Head/Director of their respective Academic Unit
2. The term of office is (2) two years.
3. Terms of office shall be staggered according to guidelines established by the Faculty Council in consultation with the Dean.
4. The Chairperson is elected annually by the members of the committee.

iii. Duties

1. The committee shall support and encourage Faculty and Graduate Student research within the College.
2. Through the Associate Dean, the committee shall advise the Council of Deans/Directors/Department Heads (DDD) on the strategic development of policies relating to research and creative activities in the college.
3. The committee shall review and evaluate designated research proposals within the College and advise the Associate Dean(s) as to the disposition of resources.
4. The committee shall evaluate, review, and make recommendations regarding the establishment, reorganization, or discontinuation of organized research units within the College.

e. College Committee on Graduate Affairs

i. Membership

1. Associate Dean(s) with primary responsibility for graduate education as a non-voting member(s)
2. Faculty representatives will consist of the Graduate Program Chairs or representatives appointed by their units from each of the College's graduate programs, as recognized by the Graduate School.

3. One Graduate Student representing all academic units with a graduate program
  4. The College representative(s) to the University Graduate Council as non-voting member(s)
  5. The Chair of the Faculty Council or his or her representative as a non-voting member
  - ii. Selection and Term of Office of the Voting Members
    1. The Graduate Student Representative will be elected from the Graduate Student body.
    2. The Chairperson shall be elected annually by the members of the committee.
  - iii. Duties
    1. The committee shall review new or revised graduate programs and new or revised graduate course proposals.
    2. The committee shall act as an advisory and consultative body to the College of Arts and Architecture on graduate affairs.
- e. College Committee on Scholarships and Awards for Undergraduates
- i. Membership
    1. The Associate Dean with undergraduate responsibilities as a non-voting member
    2. One faculty representative from each College academic unit
    3. The Chair of the Faculty Council or his or her representative as a non-voting member
  - ii. Selection and Term of Office of the Voting Members
    1. The Committee members shall be appointed by the Dean in consultation with the Faculty Council.
    2. The term of appointment shall be two years.
    3. Terms of office shall be staggered.
    4. The Chair shall be elected annually by the members of the committee.
  - iii. Duties
    1. The committee shall solicit, review, and evaluate all nominations and/or applications for College-wide student scholarships and awards and make appropriate recommendations to the Associate Dean.

- f. College Diversity Committee
  - i. Membership
    - 1. Three (3) faculty members.
    - 2. One representative from the Center for Performing Arts
    - 3. One representative from The Palmer Museum of Art
    - 4. The College's Multicultural Coordinator as a non-voting member
    - 5. The Chair of the Faculty Council or his or her representative as a non-voting member
  - ii. Selection and Term of Office of the Voting Members
    - 1. The Committee members shall be appointed by the Dean in consultation with the Faculty Council.
    - 2. The term of appointment shall be two years.
    - 3. Terms of office shall be staggered.
    - 4. The Chair shall be elected annually by the members of the committee.
  - iii. Duties
    - 1. The Diversity Committee shall promote a commitment to diversity and a positive climate within the college that is welcoming to all regardless of age, ancestry, color, ethnicity, national origin, political belief, gender, religion or sexual preference, and participates in planning and attending events that honor the contributions of minority populations.
    - 2. The committee shall be responsible for monitoring and implementing University policy, such as *A Framework to Foster Diversity*.
  
- g. College Academic Integrity Committee
  - i. Membership
    - 1. Three (3) faculty members
    - 2. One (1) administrator
    - 3. One (1) undergraduate student
    - 4. One (1) graduate student
    - 5. The Chair of the Faculty Council or his or her representative as a non-voting member
  - ii. Selection and Term of Office of the Voting Members
    - 1. Committee members shall be appointed by the Dean in consultation with the Faculty Council as stipulated by University Senate Policy 49-20.
    - 2. The term of the faculty appointments shall be two years, all others shall be one year.

3. Terms of office shall be staggered according to guidelines established by the Dean's Office in consultation with the Faculty Council.
4. The Chair shall be appointed by the Dean.

iii. Duties

1. Promote expectations for academic integrity consistent with the rules of the University Senate Policy 49-20 and with the procedures defined in the University Faculty Senate Academic Integrity Procedure G9.
2. Ensure fairness and consistency in processes and outcomes.
3. Ensure consistency with the University-wide practices by working with the Office of Student Conduct and the Office of the Provost of the University to develop procedures for handling and sanctioning dishonesty infractions.
4. Review and settle all contested cases in which academic sanctions are applied. If necessary, further disciplinary action will be taken by the Office of Student Conduct.
5. Record all cases of academic dishonesty within a college and report them to the Office of Student Conduct.
6. The Office of Undergraduate Studies shall provide staff support for the Academic Integrity Committee and maintain all records on behalf of the College.

h. College Committee on Educational Resources, Information Systems, and Technology

iv. Membership

1. One representative from each College academic unit
2. Director of the eLearning Institute
3. Director of Arts and Architecture Information Technology
4. One representative from the Center for the Performing Arts
5. One representative from the Palmer Museum of Art
6. The Chair of the Faculty Council or his or her representative as a non-voting member

v. Selection and Term of Office of the Voting Members

1. The Committee members shall be appointed by the Dean in consultation with the Faculty Council.
2. The term of the faculty appointments shall be two years.
3. Terms of office shall be staggered according to guidelines established by the Dean in consultation with the Faculty Council.
4. The Chair elect shall be elected during the first committee meeting of the academic year; serving one year as Chair Elect and the following year as Chair.

vi. Duties

1. The Committee shall advise the Faculty Council and College administration on strategic issues involving the College educational resources and information technology. These include such areas as: the use of information technology and libraries to support research, instruction and education; information security, access, retrieval and content stewardship; telecommunication and knowledge dissemination; library access and information technology training; administrative issues; and open access and scholarly communication issues.
2. It shall ensure an active faculty role in considering policies affecting the educational resources and information systems, and supporting infrastructure.

i. College Committee on General Education

i. Membership

1. Associate Dean for Academic Affairs as a non-voting member
2. The Chair of the College Committee on Undergraduate Curricular Affairs.
3. The College Planning Analyst as a non-voting member
4. At least four experienced faculty members who have taught General Education courses for at least 4 years.
5. One undergraduate student representative
6. The Chair of the Faculty Council or his or her representative
7. Membership should be representative of various approaches used to teach General Education. i.e. online, in classrooms, large classes, small classes, lecture, studio, etc.

ii. Selection and Term of Office

1. Members will be appointed by the Dean in consultation with the Faculty Council
2. The term of office shall be (2) two years
3. Terms of office shall be staggered according to guidelines established by the Dean in consultation with the Faculty Council.

iii. Duties

1. The committee will serve as an advisory and consultative body regarding all issues of General Education reporting to the Faculty Council, Associate Dean for Academic Affairs, and College Committee for Curricular Affairs.
2. The committee will gather and report useful information regarding General Education needed for effective decision-making.

3. The committee will meet at least twice a semester or as often as necessary to produce a report regarding the status of college General Education curriculum and its relationship to the university at large.
  4. The committee will serve as the faculty interface with any General Education organization created in relation to the January 27, 2015 University Faculty Senate advisory/consultative report, *Institutional Support and Resources for General Education*.
  5. The committee will make recommendations regarding the effective implementation of a General Education curriculum in relation to the April 28, 2015 University Faculty Senate legislative report, *Revision to General Education Curriculum* and any subsequent reports the Senate may adopt.
- 3) All Faculty Council committees will be available for consultation with Office of the Dean of College of Arts and Architecture.

**Article III Other Functions of the College of Arts and Architecture Faculty Council**

- 1) Ombudsperson, as adhering to University policy HR 76
  - a. Functions of the Ombudsperson:
    - i. Clarification of misunderstandings
    - ii. Advising faculty and administrators as to appropriate courses of action
    - iii. Assisting in the informal resolution of differences
    - iv. Assuring that appropriate department, college and/or campus procedures are exhausted before referring the case to higher levels
    - v. Informing the Office of the Executive Vice President and Provost and appropriate college or campus officials if a matter cannot be resolved at the level of the College or University Ombudsperson and the case is to be referred to the Committee on Faculty Rights and Responsibilities
    - vi. The ombudsperson shall not:
      1. Hold hearings
      2. Exceed the role of conciliator and advisor
      3. Substitute his or her judgment for that of appropriate administrative and/or faculty bodies
      4. Serve as counsel for either party to a complaint before the Hearing Board
  - b. Qualifications for Ombudsperson
    - i. Any full-time faculty member within the College, except department/school heads/directors and members of the Dean's staff, who is not a member of either the College Committee on Promotion and Tenure or the University Faculty Senate Committee

on Faculty Rights and Responsibilities, is eligible to be nominated for the position of Ombudsperson or Alternate Ombudsperson.

c. Nomination and Election Procedures

i. Election of the Ombudsperson and Alternate Ombudsperson will be selected from a pool of names put forward by the Dean in consultation with the Faculty Council and subsequently voted on by Faculty Councilors. The nominee receiving the highest number of votes is declared to be the Ombudsperson and the nominee receiving the second highest number of votes serves as the Alternate Ombudsperson.

d. The term of office

i. For both the Ombudsperson and Alternate Ombudsperson the term of office is two years beginning on June 1<sup>st</sup> following the election. Should the Ombudsperson be unable to complete his or her term of office for any reason, the Alternate Ombudsperson becomes the Ombudsperson for the remainder of the term. Term of office for Ombudsperson elected in the case of a special election is for not less than one nor more than two years, with the term expiring on May 31<sup>st</sup>.

2) So that the Faculty Council may perform its appropriate advisory and consultative responsibilities, it should be consulted on any non-standing committees, ad hoc committees, special committees or task forces created outside of the Faculty Council that pertain to issues pertinent to the Faculty of the College.

**Article IV – Amendments to the Standing Rules**

1) When a quorum as defined in Article V of the Bylaws is present, amendments to the Standing Rules may be adopted at any meeting of the Faculty Council by a two-thirds (2/3) vote of the voting members present, provided the proposed amendments have been presented in writing, announced in the published Faculty Council minutes, and placed on the agenda at least one (1) month prior to the meeting. Following approval, the amended Constitution and its Bylaws and Standing Rules will be submitted by the Chair to the University Faculty Senate for ratification.