

SYRACUSE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
BYLAWS OF THE FACULTY

I. COMPOSITION

The voting members of the Faculty of the College of Arts and Sciences, which includes Arts and Sciences and Arts and Sciences/Maxwell, shall be the Dean, the Associate and Assistant Deans, all tenured or tenure-track faculty members in the College of Arts and Sciences/Maxwell, and all full-time faculty members with appointments housed entirely in the College of Arts and Sciences/Maxwell with a contract at least three years in duration. Two representatives elected annually from and by the pool of regular part-time College of Arts and Sciences Faculty members who teach a minimum of 5/8 time shall also serve as members of the Faculty with full voting rights. One representative elected annually from and by the pool of full-time College of Arts and Sciences exempt staff whose contracts include teaching and curriculum responsibilities shall also serve as a member of the Faculty with full voting rights. All other visiting, adjunct, and untenured part-time Faculty of all ranks who hold appointments in the College of Arts and Sciences shall be members without vote of the Faculty of the College of Arts and Sciences.

II. MEETINGS

There shall be two regular meetings of the Faculty during each semester of the academic year, at times designated by the Dean and announced at the beginning of the academic year. The Dean, or in the Dean's absence, the designated representative shall preside over meetings of the Faculty. The minutes of the meeting shall be kept by a Secretary elected by the Faculty. A quorum shall be forty.

Special meetings may be called by the Dean or the Faculty Council, by a vote of the Faculty, or by petition of ten members of the Faculty.

Between regular meetings of the Faculty, the Faculty Council may, at its discretion, act for the Faculty in all matters except *Bylaws* changes, major changes in curricular requirements, and major changes in College policy. All actions of the Faculty Council shall be reported to the Faculty, and may be reviewed by the Faculty at its next meeting, regular or special. At that time a majority vote, a quorum being present, can rescind any action, or portion of an action, of the Faculty Council not already implemented.

III. THE FACULTY COUNCIL

- A.** The purpose of the Faculty Council of the College of Arts and Sciences is to provide the Faculty with a small group of representatives (a) to act on behalf of the Faculty in certain circumstances as provided in Article II, (b) to examine critically the ideas about and proposals for the College brought to it by the Deans and others, (c) to assist the Dean in identifying and assessing College problems, (d) to suggest ways of solving such problems, and (e) to assist in developing policies for the College. The Council is obligated throughout to represent effectively (1) the several academic interests of the College and (2) the concern of the Faculty at large that considerations of academic quality be given proper weight in arriving at decisions.

The Faculty Council shall appoint the members of certain standing committees of the Faculty, as indicated in Article V.

- B.** All voting faculty members in the College of Arts and Sciences are eligible for election to the Faculty Council. Not eligible for election are those persons who are members of the Council *ex officio*, and any persons whose membership in the Faculty will terminate during or before the term of office as a member of the Council.

Each year the Secretary of the Faculty shall provide each member of the Faculty who is eligible for election an opportunity to withdraw his or her name from the ballot. The Secretary shall then prepare, and distribute to all voting members of the Faculty except such persons as have notified the Secretary in writing of their desire to withdraw their names.

Each member of the Faculty may vote for up to ten individuals. The Secretary shall count the ballots and shall present the results to the Dean and to the Faculty, listing in descending order the names of the fifteen persons who received the largest number of votes.

- C.** The Faculty Council shall consist of seven to ten members, including at least two tenured or tenure-track members at each of the three professorial ranks (at the time of election) and one non-tenure-track faculty member, chosen with due regard to reasonable representation of the major divisions of the College.

Appointment to the Council shall be for a term of two years with the terms of appointed members staggered so that approximately half of the appointed membership of the Council is selected each year. The Dean shall appoint the members of the Council from a panel consisting of fifteen persons standing highest in the results of the latest election, except that, if for any professorial rank there are not at least two individuals of that rank among the first fifteen, the panel shall be augmented by the addition of the one or two members of that rank who shall be nominated by the Dean in consultation with the Faculty Council in existence when the election occurs.

If a vacancy on the Council should occur through the resignation, death or incapacity of any appointed member, the Dean may appoint a replacement to complete the unexpired term. The replacement shall be chosen from the original panel augmented by the person of next highest standing in the election results. If the vacancy leaves only one member of the Council of that rank, and if there is not at least one

other individual of that rank available on the original panel, the panel shall be augmented by the addition of a member of that rank who shall be nominated by the Dean in consultation with the Faculty Council in existence when the vacancy occurs.

Among the appointed members of the Council, the Dean shall name one as chairperson. The Dean, the Dean of the Maxwell School, and the Associate and Assistant Deans of the College shall be members of the Council *ex officio*, without vote, but with the privilege of introducing motions.

- D. Of the meetings of the Faculty Council, at least one each semester shall be designated and announced in advance as an open meeting. All members of the Faculty shall be notified by the Dean of the time and place of each such open meetings and shall be entitled to attend and participate in discussion.

IV. STANDING COMMITTEES

The standing committees of the College of Arts and Sciences shall be:

- A. The Curriculum Committee
- B. The Promotions and Tenure Committee
- C. The Academic Committee
- D. The Committee on Instruction
- E. The Committee on Scholarship and Research
- F. The Committee on Student Standards
- G. The Committee on Admissions
- H. The Committee on Programs Abroad
- I. The Committee on Student Life
- J. The Committee on Health Profession Advisory

V. COMMITTEE FUNCTIONS AND METHODS OF SELECTION

All incumbencies, whether elective or appointive, shall start with the opening of the first semester, unless otherwise specified. The Dean, or the Dean's representative, shall serve as an *ex officio* member of all committees of the College of Arts and Sciences.

The terms of faculty service on College standing committees, both those elected by the Faculty Council and those appointed by the Dean, shall normally be three years. In appropriate cases, Committees shall appropriately reflect the diversity of academic programs and faculty ranks within the College, and should provide significant continuity from year to year.

A. The Curriculum Committee

1. It shall be the duty of the Curriculum Committee to exercise broad supervision over the courses and curricular programs of the College. The Committee shall from time to time review the course structure and the curricular programs and policies of the College and make recommendations regarding changes.

All new courses and programs shall be examined by the Committee. It shall be the responsibility of the Committee to assure itself that such courses and programs are academically sound and appropriate to the liberal arts and sciences, that sound administrative and budgetary adjustments have been arranged, and that due consideration has been given to the judgment of the Faculty in closely related areas. When proposals of courses involve no change in policy, the Committee shall take action and if the proposal is approved shall then transmit the proposal with its recommendation to the Board of Graduate Studies or the Senate, as appropriate. The Committee shall report all such action to the Faculty Council, which reserves the right to review Committee actions.

Proposed courses or course changes which raise policy issues, and all new programs and significant changes in programs, shall be submitted to the Faculty Council with the Committee's recommendation. The Committee shall transmit such proposals as are approved by the Faculty or the Faculty Council to the Board of Graduate Studies or Senate, as appropriate.

2. The Curriculum Committee shall be composed of four voting faculty members and one student from each of the divisions of the College (the Humanities, the Social Sciences, and Mathematics and the Natural Sciences), and *ex officio*, the Dean and the Associate and the Assistant Deans. The faculty and student members shall be elected by the Faculty Council.
3. The Curriculum Committee shall have a Subcommittee on Selected Studies, whose duty it shall be to examine the Selected Studies Plans proposed by individual students. The Subcommittee which shall be appointed by the chairperson of the Curriculum Committee may act on behalf of the Committee and Faculty in approving or rejecting such proposals, within the framework of such policies as the Faculty may have established. The Subcommittee shall report all its actions immediately to the Committee.
4. The Curriculum Committee shall establish such other subcommittees as it may require.

B. The Promotions and Tenure Committee

1. The Promotions and Tenure Committee shall consider recommendations for promotion and make recommendations to the Senate Committee on Appointment and Promotions.

2. The Promotions and Tenure Committee shall examine the cases of all currently non-tenured faculty members who are eligible to be considered for tenure and shall recommend for or against tenure to the Dean of the College and the Dean of the Maxwell School. The candidates will be considered by the department and the Promotions and Tenure Committee for tenure no later than the candidates' sixth year of credited service. The Committee will consider both affirmative and negative recommendations from a department, unless the individual chooses to resign from the Faculty effective as of the end of his or her seventh year of credited service. In its recommendations to the Deans, the Promotions and Tenure Committee shall abide by all College and University policy statements on tenure.
3. The Promotions and Tenure Committee shall determine that each department's stated policies and procedures for tenure and promotion conform to the provisions of the Syracuse University *Faculty Manual* and to College policies and guidelines. The Committee may periodically review such statements. The Committee shall inform all departments of any alterations required by University Senate actions.
4. The Promotions and Tenure Committee shall consist of voting members appointed by the Faculty Council, the composition of which is determined by the College's *Policies and Procedures Regarding Tenure and Promotion* (an appendix to these Bylaws), plus the Deans of the College of Arts and Sciences and the Maxwell School. The deans will serve *ex officio* but without vote. The Faculty Council shall strive to include members from the three principal divisions of the College and to provide diversity with respect to gender and ethnicity. No Committee member may serve in the year in which his or her case will be considered by the Committee. It is essential that some continuity be provided from year to year.
5. By May 15 each year the Promotions and Tenure Committee shall circulate its schedule for the following year to the chairperson in each department of the College.

C. The Academic Committee

1. The Academic Committee shall exercise broad supervision over the undergraduate student services in the College. In particular, the Committee shall oversee the academic status of students, the certification of degrees, the academic advising programs, and related efforts. The Committee shall provide for review of petitions to the Faculty involving irregularities in fulfillment of lower division and graduation requirements.
2. The Committee shall have the power to take appropriate action in recognition of students' academic deficiencies and academic excellence. It shall recommend to the Faculty candidates for graduation and for special honors and monitor the policies of the College with respect to categories of student academic status. The Committee shall have the power to declare certain students ineligible to register or to suspend or expel students whose records show extreme academic deficiencies.
3. The Associate Dean shall have the authority to suspend students, particularly in the early weeks of a semester, who are on a One Term Trial Academic Probation and who have not attended any of their classes for at least two weeks without legitimate excuse or whose attendance has been so minimal as to be meaningless. The Associate Dean may suspend them only after making every reasonable effort to warn them of the consequences of their non-participation and shall report any such suspension at the next meeting of the Academic Committee.
4. The Committee shall normally consist of eight members of the voting faculty, two students, the Associate Dean for Advising and Career Services, and the Director of Academic Advising and Counseling Services. The Committee and its chairperson shall be appointed by the Dean with appropriate attention to representation from each division of the College. The Dean shall strive to include at least one member each from the departments of English, Languages, Literatures and Linguistics, and Mathematics. The Academic Counselors shall be members of the Committee *ex officio*. *Ex officio* membership without vote may also be extended at the discretion of the Dean to a representative from the Office of Student Affairs, or any other relevant office or department to participate in discussions concerning the academic status of individual students.

D. The Committee on Instruction shall consider matters of policy pertaining to instruction and shall make recommendations to maintain and improve the quality of instruction. The Committee shall be appointed annually by the Dean.

E. The Committee on Scholarship and Research shall maintain a general supervision over research and scholarly activities of the Faculty and promote conditions favorable to research; it shall make recommendations to the Dean regarding research leaves. The Committee shall be appointed annually by the Dean.

F. The Committee on Student Standards

1. The Committee on Student Standards is a standing committee of the College, appointed by the Dean, which acts primarily as a formal hearing and appeal panel in relevant cases involving student violations of College policy on academic dishonesty. The Committee has the authority to impose specific sanctions on students found guilty of these violations.
2. The Committee may function to recommend changes in our College policy or procedures with regard to academic honesty, to act as a deterrent to academic dishonesty by publicizing committee functions and actions, and to protect students against arbitrary penalties or unprofessional activities on the part of instructors.

3. The Committee shall consist of eight voting members, each having one vote and each appointed by the Dean from the membership of the voting faculty. They shall include a faculty chairperson who has already served at least one year on the Committee, seven other faculty appointed with attention to gender, rank, and disciplinary distribution, and four students members. The usual term of office shall be two years, and half of the members will usually be appointed each year.

4. Regular non-voting members of the Committee shall include the Associate Dean of Student Services of the College (or another designated representative of the Dean).

G. The Committee on Admissions shall be responsible for the continuing review of all aspects of the process of recruiting and admitting students to the College of Arts and Sciences. It shall give attention to relevant College publications and to admissions criteria, and shall be responsible for promoting faculty participation in the recruitment process. The Committee shall have at least six members appointed by the Faculty Council, including at least one who is a member of the Faculty Council.

H. The Committee on Programs Abroad shall be composed of five voting faculty members appointed by the Faculty Council. The Committee shall consist of two members each from the Humanities and Social Sciences and one from the Sciences with the Dean of Arts and Sciences and the Dean of Maxwell, or their designated representatives, *ex officio* members. The functions of the Committee will be:

1. to advise the Deans regarding the College's participation in overseas programs. The Committee shall consider the potential contributions of all departments within the College to specific centers. In carrying out these responsibilities the Committee will take into account the participation of other schools and colleges in SU Abroad.
2. to work closely with SU Abroad in recruiting students, planning curricula, establishing policies for the recruitment of faculty members, and advising returning students to ensure that their overseas experiences are integrated with their continuing academic experiences at Syracuse University.

I. The Committee on Student Life shall concern itself with student life on campus with special attention to those aspects of student life that affect the academic and educational development of students in the College. It shall maintain a continuing review of student life, meet with representatives of student groups and other units of the University concerned with such matters, and make recommendations to maintain and improve the quality of student life. The Committee will be appointed annually by the Dean. It will include at least two student members, and the Associate or Assistant Dean for Student Services will serve as an *ex officio*, nonvoting member of the Committee.

J. The Committee on Health Professions Advisory shall be responsible for the continuing review of all aspects of the process of advising Syracuse University students interested in careers in the health professions. It shall advise the Director of the Health Professions Advisory Program and its members shall assist in advising the program's students and in writing letters of recommendation for them.

The Committee shall have at least six members who shall be appointed by the Dean. The Program Director and Counselor, as well as the Associate Dean for Student Services, shall serve *ex officio* as committee members.

K. Ad Hoc Committees

The Dean shall appoint such *ad hoc* committees as necessary.

VI. ARTS AND SCIENCES REPRESENTATIVES IN THE SENATE

All full-time members of the Faculty of the College of Arts and Sciences who hold the rank of assistant professor or above are eligible for election as College representatives in the University Senate: except that those persons who are members of the Senate *ex officio*, any persons whose membership in the Faculty will terminate during or before the term of office as Senator, and any persons who have been members of the Senate for each of the last eight years, are not eligible for election. Each year the Faculty shall elect half of the Senators to which, according to the rules of the Senate, the College of Arts and Sciences is entitled. Election shall be for a two-year term.

Each year the Secretary of the Faculty shall provide each member of the Faculty who is eligible for election an opportunity to withdraw his or her name from the ballot. The Secretary shall then prepare, and distribute to all voting members of the Faculty, a ballot listing all eligible members of the Faculty except such persons as have notified the Secretary in writing of their desire to withdraw their names, and such persons as have already been elected to the Senate for a term which continues into the coming academic year. Each member of the Faculty may vote for at most as many individuals as are to be elected, but a voter who wishes to vote for fewer individuals may do so. Each vote shall be given equal weight. The Secretary shall prepare a list of those elected, shall certify to the Chancellor those who are to become members of the Senate, and shall report to the Faculty the names of those elected and of the first five alternates in order of standing.

If a vacancy on the Senate should occur through the resignation, death, or incapacity of any representative of the College, the Secretary shall refer to the order of standing provided by the election in which that representative was chosen, and shall call up the eligible person next in that order of standing who is not already serving as a representative, to complete the unexpired term.

VII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Faculty in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Faculty may adopt.

VIII. AMENDMENT OF THE BYLAWS

These bylaws may be amended at any regular meeting of the Faculty by a two-thirds vote, provided that previous notice has been given.

Appendix: [College of Arts and Sciences Policies and Procedures Regarding Promotion and Tenure](#)

Revised January 1996
Revised September 20, 2004 (Academic Committee)
Revised April 8, 2005 (Academic Committee)
Revised November 14, 2005 (Composition)
Revised April 10, 2012 (The Promotions and Tenure Committee)
Revised November 30, 2015 (The Promotions and Tenure Committee)
Revised March 28, 2016