

College of Arts and Sciences Governance Document

PREAMBLE

The College of Arts and Sciences (CAS) at the University of South Florida (USF) is a community of scholars dedicated to the idea that educated people are the basis of a just and free society.

CAS is the USF unit organized to provide general education, to offer curricula of study and research, and to grant degrees in the liberal arts and sciences. CAS is central to the academic mission of USF. The advancement and dissemination of knowledge in the humanities, social sciences, natural and mathematical sciences, and related interdisciplinary fields by CAS constitute the intellectual foundation of the entire University. As such, research and teaching in CAS are the basis of all of the applied and professional schools at USF. CAS is a diverse College that supports strong disciplinary and interdisciplinary research and teaching. As part of the overall goal of a strong liberal arts education within a unified College, CAS will endeavor to maintain cohesion while supporting collaboration across departmental boundaries.

CAS Faculty are dedicated to preserving standards of excellence and to enhancing quality in all graduate and undergraduate programs of study and research. CAS Faculty recognize that the College's mission and goals can be achieved only through an acknowledgment of the principles of shared governance. The fundamental premise of this document is that a relationship based on mutual respect, transparency, and clarity of roles exists among CAS Faculty, staff, and students, and in particular between those Faculty named as College administrators and Faculty whose activities are focused primarily on teaching and research. The governance process should be efficient and aim to include broad Faculty participation. The College of Arts and Sciences recognizes the principles of equity of assignment, resources, and opportunities of faculty across a multi-campus university.

Statement on Academic Freedom

Universities are institutions based on the principle of Academic Freedom. This constitutes the freedom to discuss all relevant matters in the classroom; to explore all avenues of scholarship, research, and creative expression; to speak freely on all matters of university governance; and to speak, write, or act as a public citizen without institutional discipline or restraint. Protection of academic freedom shall be a cornerstone of CAS policies and procedures.

Statement on Collegiality

The fundamental premise of this document is that all CAS Faculty, students, staff, and administrators are dedicated to the successful operation and advancement of the

mission of CAS in a collegial manner. Collegiality among and between Faculty, staff, and students is required behavior in the College. Faculty, staff, and students shall not speak to each other, or about each other, in a discourteous manner in public settings. Faculty, staff, and students shall not use language or exhibit behavior that denigrates people for their age, class, disability, ethnicity, gender, gender identity, religious affiliation, national origin, citizenship, or sexual orientation.

- * Approved April 1991
- Amended November 1991
- Amended April 1993
- Amended November 1995
- Amended March 1996
- Amended April 1998
- Amended May 2000
- Amended May 2003
- Amended January 2007
- Amended May 2010
- Amended August 2010
- Amended May 2017
- Amended May 2019
- Amended for Consolidation April 2020
- Amended April 2021
- Amended April 2022
- Amended May 2024

CONSTITUTION

This Constitution is intended to be consistent with US Federal and Florida State law, the University Constitution, the rules and regulations of the Florida Board of Governors (BOG) and the University of South Florida Board of Trustees (BOT), the USF Senate, and the Collective Bargaining Agreement concluded between USF and the USF chapter of the United Faculty of Florida (UFF). In the event of any conflict, US Federal and Florida State law, the University Constitution, the policies and regulations of the BOG, the BOT, the USF Senate, and the USF/UFF Collective Bargaining Agreement take precedence over this document.

Operating within these contexts, CAS Faculty and the College administration, headed by the CAS Dean, have responsibility for policy development and program planning.

The College Dean shall represent the interests of CAS to the USF central administration. The College Dean shall oversee and allocate the human, financial, and material resources of CAS among the various Departments and allied units comprising CAS.

The Faculty of the College are defined in this Constitution and Bylaws as consisting of all individuals who hold a majority FTE appointment in the College and who hold the rank of tenure-track or tenured assistant, associate or full professor or continuing full-time instructor (at all three levels); research assistant, research associate, or research full professor; or research associate in the Schools, Departments, Centers, or Programs that belong to the College. Beginning in their respective Departments, Centers, Institutes or Programs, CAS Faculty have primary responsibility for such fundamental areas as teaching (including curriculum as well as subject matter and methods of instruction); research, scholarship, and creative activity; and standards and procedures for admission of students into degree programs. Faculty set the degree requirements, determine when the requirements have been met, and otherwise qualify students and recommend them to the appropriate University entities to grant the degrees thus achieved.

CAS Faculty reserve the prerogative to question the actions of any administrative officer of the College. In keeping with the USF Principles of Academic Freedom and Responsibility (Policy # 10-050), the "professional judgments of Faculty members are of primary importance" when academic decisions and structures are proposed and implemented.

Faculty governance in USF's CAS operates within six major structures:

I. Office of the College Dean:

The Executive Officer of CAS shall be the College Dean, who shall also be a tenured member of a Department of CAS. The College Dean, in consultation with the Provost and branch campus leadership, may appoint Campus Deans,

- Associate Deans, and Assistant Deans to assist in the administration of CAS. The College Dean shall also carry responsibility for appointing the Chairs and Campus Chairs of Departments within CAS, with close consideration of the recommendations of departments and of Campus Deans. The College Dean shall also appoint Directors of Centers and Institutes.
- II. **The Faculty Assembly:** The Faculty Assembly shall consist of all Faculty and meet at least once during the fall and spring semesters. It shall be convened and presided over by the Chair of the CAS Faculty Council.
- III. **The Faculty Council:**
The Faculty Council represents the interests of CAS Faculty to the Office of the College Dean. The Council shall include the College Dean, Campus Deans, the Associate and Assistant Deans, and those Faculty and staff members elected to represent their colleagues from all campuses within the College. The election and composition of the Faculty Council, its functions, and its meeting schedule are defined in the Bylaws.
- IV. **The Standing Committees:**
The Standing Committees shall include the Technology Committee, the Academic Integrity and Grievance Committee, the Diversity Committee, the Faculty Development Committee, the Core Research Facilities Committee, the Library Committee, the Undergraduate Committee, the Graduate Committee, the Tenure and Promotion Committee, and the Instructor Promotion Committee.
- V. **Schools:**
The CAS consists of three Schools¹, each of which is composed of CAS Departments. Each School shall establish its own Governance Document that must be endorsed by the College Dean and shall be consistent with US Federal and Florida State law, the University Constitution, the rules and regulations of the Florida Board of Governors (BOG) and the University of South Florida Board of Trustees (BOT), the USF Senate, and the Collective Bargaining Agreement concluded between USF and the USF chapter of the United Faculty of Florida (UFF) and the CAS Governance Document. In the event of any conflict, US Federal and Florida State law, the University Constitution, the policies and regulations of the BOG, the BOT, and the USF Senate, the USF/UFF Collective

¹ These Schools are different from units equivalent to Departments that are called "Schools" due to disciplinary tradition or the requirements of accrediting bodies, which are led by "Directors." In this document the term "School" will refer to aggregations of Departments, the term "Department" will include units called "Schools" but equivalent to Departments, and the term "Department Chair" will include the Directors of such units.

Bargaining Agreement, and the CAS Governance Document take precedence over this document.

Departments may petition the College Dean to join or leave a School utilizing the process detailed in SUS Policy #10-055 Policy & Procedures for Proposed Changes in Academic Units of the University of South Florida System. The authority to grant or to deny permission to Departments to leave a School, to join another School, or to form a new School, resides with the College Dean, in consultation with the Schools affected by these moves, as well as with the Faculty Council.

VI. Departments, Programs, Centers, and Institutes:

Departments govern themselves through their own governance documents. These need to be consistent with US Federal and Florida law, the University Constitution, the rules and regulations of the BOG and the BOT, the USF Senate, and the Collective Bargaining Agreement concluded between USF and UFF, and the CAS Governance Document as well as the Governance Document of their School. Typically, Departments consist of a Chair, a Campus Chair where appropriate, and associated Faculty, staff, and students. The College shall develop guidelines about criteria for the formation and maintenance of the Department structure. Multi-campus departments typically include a branch campus leader (associate chair, campus chair/director, associate director, or coordinator). The College may also house separate Programs that offer courses and degrees up to and including the Ph.D., but are administered with the assistance of a Department or the College Dean's Office. Centers and Institutes can exist independently or can be associated with a Department. It is the prerogative of the Chair of such Centers and Institutes and the College Dean to define the administrative structure of these Centers or Institutes in consultation with their Faculty and appropriate other entities such as advisory committees. Departments, Centers, and Institutes are evaluated each year by the College Dean.

Amendments:

The Constitution may be amended by a two-thirds majority of the votes cast by CAS Faculty (with a majority of each School supporting the amendment), in a vote by an electronic ballot organized by the College Dean's Office. Votes will be counted by the College Dean or their Associates together with the Chair of the Faculty Council.

Procedure:

The manual of procedure for all Assemblies, Councils, and Committees shall be Robert's Rules of Order, Newly Revised. The quorums for meetings of these bodies are defined in the Bylaws.

THE BYLAWS

Article I. The Office of the College Dean:

- a. The duties and responsibilities of the College Dean and the College Dean's administrative officers are described in this Constitution of the College of Arts and Sciences, and are defined by the Provost of the University of South Florida, at whose discretion the College Dean serves.
- b. The College Dean, the Campus Deans, and the College Dean's administrative colleagues shall solicit the opinions and advice of CAS Faculty in major decisions affecting the academic, financial, and material resources of CAS.
- c. The office of the College Dean shall provide requisite administrative support to the Faculty Assembly, the Faculty Council, and the Standing Committees.
- d. The Chair of each Department shall be appointed by the College Dean after the receipt of recommendations from the Department determined in accord with procedures developed and approved by the Department and the College Dean. Chairs shall be appointed for stated terms that may be renewed under conditions promulgated by the Dean.
- e. The College Dean shall establish a Council of Chairs consisting of the Chair and Campus Chairs of each of the Departments. It shall meet at least once per month.
- f. The College Dean shall meet regularly with the Chair of each Department and will discuss budgetary issues. The concerns and issues of the units will be represented to the College Dean at these meetings.
- g. The College Dean will promote collaborative efforts across as well as within Schools. These efforts may include joint meetings, lecture series, colloquia, curricular development, research, and cluster hiring.

Article II. The Faculty Assembly:

- a. Membership:
 1. The voting membership of the Faculty Assembly shall consist of all Faculty, as defined in the Constitution.
- b. Powers and Functions:

1. The Faculty Assembly shall receive and consider reports from the College Dean, the Faculty Council, and the Standing Committees. It shall receive petitions and requests from CAS Faculty. In its role as collective council for the Faculty as a whole, the Faculty Assembly shall be informed about, and monitor the activities of, the Faculty Council and the Office of the College Dean on College-wide matters.
 2. The College Dean, Campus Deans, or the College Dean's administrative associates may be censured by a two-thirds majority vote of the entire CAS Faculty following a Faculty Assembly meeting called by the Faculty Council for that purpose. Secret balloting by CAS Faculty shall be conducted by the Faculty Council, and the results and a recommended course of action shall be presented by the Council to the College Dean and the Provost.
- c. Meetings:
1. The Faculty Assembly shall meet at least once by the end of the Fall Semester and at least once by the close of the Spring Semester.
 2. Meetings of the Faculty Assembly shall be called and presided over by the Chair of the Faculty Council or the Chair's delegate.
 3. A quorum shall consist of those present at the meeting.
- d. Agenda:
1. The Fall Semester agenda for the Faculty Assembly shall be prepared by the College Dean in consultation with the Faculty Council. The agenda shall include a state of the College address by the College Dean, with a written prospectus and budget summary available, a report of the Faculty Council, and an open period for questions, discussions, and referrals from the floor. The report of the activities of the Standing Committees will be available. Any member of the Faculty may submit resolutions or proposals for changes or amendments to the Governance Document to the Faculty Assembly. Such resolutions, changes, or amendments will be placed on the agenda either with the consent of the Faculty Council, or with a majority vote of the Faculty attending the meeting.
 2. The Spring Semester agenda for the Faculty Assembly shall be prepared by the College Dean in consultation with the Faculty Council. The Agenda shall include a report from the College Dean of achievements of the past year, a report of the Faculty Council, reports of the activities of the Standing Committees, and a recognition of Faculty honors and awards.

Article III. The Faculty Council:

The Faculty Council provides a primary forum for the dialogue between CAS Faculty and the Office of the College Dean. The Faculty Council shall include the College Dean, Campus Deans, and those Faculty and staff members elected by CAS Faculty to represent them within the College.

a. Membership:

1. The Faculty Council shall consist of thirteen elected members of non-chair continuing Faculty (both tenure[-line] Professors and Instructors) of CAS. Three of the thirteen members must come from the branch campuses, including at least one member from each branch campus. Faculty Council shall include the College Dean, the Campus Deans, and the Associate and Assistant Deans, who will be non-voting.
2. One non-voting member shall be selected from the staff.

b. Method of Election:

Elections shall be held in the Spring Semester, prior to the meeting of the Faculty Assembly. Each eligible department may select one nominee for membership on the Faculty Council. No department shall have two representatives on the Faculty Council at the same time. From the list of nominees, representatives shall be elected to fill vacancies on the Faculty Council. The Faculty Council shall oversee a process to ensure representation from each School and from each campus. The Faculty Council shall conduct the election by providing electronic ballots to each voting member of the Faculty Assembly and shall tally the votes. One staff representative will also be selected at this time by CAS staff.

c. Terms of Office:

Faculty elected to the Faculty Council serve three-year terms. If possible, terms shall be staggered so that one third of the members cycle off each year. In the event that a sitting member of the Council is appointed Department Chair or Campus Chair, the member shall retain their seat until the next regularly scheduled Council election. If any member of the Faculty Council resigns or is unable to complete their term, that term shall be completed by the eligible nominee receiving the next highest number of votes in the previous election. The selected staff member shall serve a two-year term. A special election to fill vacated seats may be conducted if there are insufficient nominees from the original election who are willing and able to serve.

d. Powers and Functions:

1. The Faculty Council advises the College Dean on any matter of concern to CAS, including budget and policy. It addresses issues brought to it by the College Dean and the College Dean's representatives and raises issues for the College Dean's consideration. It also receives petitions from Faculty and encourages Faculty suggestions. It receives written reports from the CAS Standing Committees on their actions during the previous Fall and current Spring terms. It may also advise the CAS Standing Committees, Faculty Committees within any of the administrative structures of CAS, and the whole Faculty on any matter of concern to CAS.
2. Each year, the Faculty Council shall elect a Chair and Deputy Chair from among its members. A secret ballot will be used if requested.
3. The Faculty Council shall participate with the College Dean in the selection of members for each of the Standing Committees. The Faculty Council shall also receive reports from the College Dean in a timely fashion regarding the creation, composition, charge, and recommendations of ad-hoc Committees in CAS.
4. The Faculty Council shall prepare and administer the ballots for amendments to the Constitution and Bylaws.
5. The Faculty Council shall form an ad-hoc Committee to hear and make recommendations regarding grievances of Faculty, when those grievances involve issues that are not dealt with in the BOT/UFF Collective Bargaining Agreement.

e. Meetings:

1. The Faculty Council shall meet monthly, in face-to-face or virtual settings, during the Fall and Spring semesters. Special meetings of the Faculty Council may be called by the College Dean, the Chair of the Council, or three or more of its voting members.
2. The Faculty Council may call a meeting of the Faculty Assembly, including for the purpose of proposing censure of the College Dean, Campus Deans, or the Dean's administrative associates.
3. A quorum of the Faculty Council shall consist of seven voting members, whether attending virtually or face-to-face.

f. Agenda:

The agenda for the meetings of Faculty Council shall be prepared by its Chair in consultation with the College Dean. It may include items requested by the voting members of the Faculty Council and from other Faculty.

Article IV. CAS Standing Committees:

CAS Standing Committees shall include the Technology Committee, the Academic Integrity and Grievance Committee, the Diversity Committee, the Faculty Development Committee, the Core Research Facilities Committee, the Library Committee, the Undergraduate Committee, the Graduate Committee, the Tenure and Promotion Committee, and the Instructor Promotion Committee.

a. Membership:

1. During the second semester of each academic year, Faculty vacancies on the various Standing Committees of CAS (except Tenure and Promotion) shall be filled by the Faculty Council and the College Dean and Campus Deans from a list of Faculty nominated by each Department. Each Department may nominate one of its members as a candidate for each Standing Committee, unless one of its Faculty is a continuing member of that Committee. Members of the Faculty Council are not eligible during their terms of service on that body. The Council and the College Dean shall consult on a list containing the names of three more individuals than are required to fill all vacancies and alternates on each of the Standing Committees. The nominees shall be submitted to the Council for final approval. The goal of committee membership is to have representation from each School and each campus.
2. Student vacancies on Standing Committees shall be filled by the Faculty Council and the College Dean from a list submitted by each Department. Each department/program may nominate one or more graduate and/or undergraduate student(s) as appropriate for consideration for student representation. The Council and the College Dean shall make student appointments from the pool submitted.
3. Each Faculty member appointed to a Standing Committee shall serve a two-year term. If a member is unable to complete their term, the College Dean shall consult with the Faculty Council to move to the alternate or to select a Faculty member to complete that term. Staff members shall serve a two-year term. Members from the graduate and undergraduate

student bodies shall serve a one-year term and are eligible to serve a successive term.

b. Powers and Functions:

1. Each Standing Committee shall advise the College Dean and the Faculty Council in the area of activity it represents. Each Committee shall choose its own Chair. No fewer than two weeks before the Spring Faculty Assembly, each Standing Committee's Chair shall submit to the Faculty Council a written report on the Committee's actions during the previous Fall and current Spring terms.
2. Technology Committee. This Committee consists of one Faculty member from each department, as well as two staff members, two graduate students, and one undergraduate student. It shall make recommendations to the College Dean and to other appropriate individuals or bodies relevant to use of technology in instruction, research and administration. Furthermore, departmental representatives will act as liaisons between CAS departments and the University with regard to technology such as online development and instruction, software support, hardware and infrastructure and new technology as it develops on campus. This Committee will also make recommendations on the provision, arrangement, and maintenance of instructional facilities (including physical and electronic infrastructure) and solicit input from faculty, staff, and students as needed to ensure that its recommendations reflect the full range of instructional and technology needs across the College.
3. Academic Integrity and Grievance Committee. This Committee on the Tampa campus consists of six Faculty members (two from each School) and a minimum of two undergraduate and two graduate student members. On the branch campuses, this Committee consists of three faculty members (one from each School) and a minimum of one undergraduate student and one graduate student. Coordination of grievances and appeals across campuses will be conducted by CAS Graduate and Undergraduate Studies. Academic Advisors will also be appointed to serve on academic integrity appeals. The Committee will review undergraduate and graduate student grievances and academic integrity appeals that rise above the Department level. The Committee may also be asked to participate in policy review as well as efforts to improve the College climate regarding academic integrity.
4. Diversity Committee. This committee consists of nine Faculty members and

one staff representative. It shall advise the College Dean and the Faculty Council concerning best practices and implementation of initiatives in the areas of access, engagement, and inclusion in the composition of the programs and personnel of all units within CAS. This includes but is not limited to (a) communicating best practices on recruiting and retaining faculty from all backgrounds and perspectives, especially those who have experience working with diverse metropolitan populations, (b) bias-free hiring and retention of qualified faculty and staff of all backgrounds, creating a welcoming environment where everyone can have a sense of belonging, and offering resources that support success, (c) recruitment, retention, and timely graduation of students from all backgrounds, including but not limited to veterans, Pell Grant recipients, first generation college students, nontraditional students, “2+2” transfer students from the Florida College System, students from low income families, or students with unique abilities, and offering resources that support success, (d) coordinating faculty and staff training, (e) implementing and monitoring inclusion metrics, (f) departmental outreach, (g) collaborations with other areas of the USF community, (h) distributing funds to support Department Liaison activities, and (i) consistency and appropriateness of all department and CAS governance documents as it may affect inclusion. This role shall be guided by one or more four foundational principles, including Respect, Responsibility, Excellence, and Engagement.

5. Faculty Development Committee. This Committee consists of twelve Faculty members and one staff member. It makes recommendations regarding any honors or awards that the College shall grant either to its Faculty or its students. It may also, when appropriate, make recommendations to the University Honors and Awards Council. The Committee shall promote and act as an advocate for Faculty development interests and needs in CAS. It shall respond to requests from the College Dean and the Faculty Council, and develop recommendations for the College Dean, Faculty Council, Chairs, Faculty Senate, and/or other constituencies on any areas relevant to the professional lives of Faculty. The policy areas of concern to the committee may include resources for promoting quality research and teaching, opportunities for professional development, salary structure, mentoring, promotion and tenure, individual and family support for parental leave, child care and related matters, and Faculty morale and well-being in general.
6. Core Research Facilities Committee. This Committee consists of one Faculty member and/or Core Facility Director/Manager from each department with established core facilities. Departments without an established core facility may volunteer a faculty participant to serve on the Committee, but are not required to do so. The Committee is also supported by one staff liaison and may include the participation of one graduate student. The Committee membership will consist of no less than

seven (7) members. Members and Chair serve two year terms. To allow institutional knowledge transfer, the renewal of membership is allowed without term limits. The Committee makes recommendations regarding the development and maintenance of an effective research infrastructure, particularly with regard to major shared equipment, laboratories, instrumentation and technical staff. The Committee is also charged with providing peer review for equipment and infrastructure funding opportunities, internally and externally (e.g. NSF Major Research Instrumentation limited submission funding). Core facilities, for the purpose of this document, are defined within the College of Arts and Sciences as fundamental research facilities that support the research mission of the College.

7. Library Committee. This Committee consists of five Faculty members, one graduate student and one undergraduate student. Representing the needs and concerns of CAS faculty and students, the CAS Library Committee will be in dialoguewith University librarians and staff to discuss the university library's resources, including information and other technology resources, and policies governing their use. It consults with and advises University Librarians and their staff on priorities in terms of acquisitions and maintenance of collections.
8. Undergraduate Committee. Each Department will select a Faculty member to serve on the Undergradaute Committee.The Undergraduate Committee will meet, discuss, and vote on courses proposals involving Departments from multiple Schools, new certificate and degree proposals, and substantive changes in undergraduate-program or College requirements. The Undergradaute Committee shall make recommendations to the University Undergraduate Council regarding action on such proposals. Proposals received by the Undergraduate Committee will be reviewed by a subset of representatives from each School such that Humanities proposals are initially reviewed by Humanities representatives, Social Science proposals are initially reviewed by Social Sciences representatives and Natural Sciences proposals are initially reviewed by Natural Sciences representatives. The School representatives assigned to the initial review will make a recommendation to the full committee.The Undergraduate Committee may, if it chooses, return proposals to Departments or Programs with suggestions for revision. It may also encourage and plan networking opportunities among various Departments. It shall make recommendations to the appropriate individual or body regarding curricula, advising, and all other issues relevant to undergraduate education in the College. If the Undergraduate Committee is unable to complete reviews and recommendations in a timely fashion, then the College Dean's Office may forward curricular proposals to the next level of review to meet calendar requirements.
9. Graduate Committee. Each Department will select a Faculty member to serve on the Graduate Committee. The Graduate Committee will meet, discuss, and vote on courses involving departments from multiple

Schools, new certificate and degree proposals, and substantive changes in graduate-program or College requirements. The Graduate Committee shall make recommendations to the University Graduate Council regarding action on such proposals. . Proposals received by the Graduate Committee will initially be reviewed by a subset of representatives from each School such that Humanities proposals are initially reviewed by Humanities representatives, Social Science proposals are initially reviewed by Social Sciences representatives and Natural Sciences proposals are initially reviewed by Natural Sciences representatives. The School representatives assigned to the initial review will make a recommendation to the full committee. The Graduate Committee may, if it chooses, return proposals to Departments or Programs with suggestions for revision. It may also encourage and plan networking opportunities among various departments. It shall make recommendations to the appropriate individual or body regarding curricula, advising, and all other issues relevant to graduate education in the College. If the Graduate Committee is unable to complete reviews and recommendations in a timely fashion, then the College Dean's Office may forward curricular proposals to the next level of review to meet calendar requirements.

10. Tenure and Promotion Committee. Each School Tenure and Promotion Committee, comprised of tenured Faculty, will select two of their number (including at least one Full Professor), and one tenured Faculty member in their School who is not serving on the School Tenure and Promotion Committee, to serve on the College Committee. The College Committee shall make recommendations to the College Dean regarding all College candidates both for mid-tenure review and for tenure and/or promotion. The College Dean shall convene School and College Committees' initial meetings at a time early enough for them to complete their work prior to the College Dean's recommendations to the Provost. School and College Tenure & Promotion Committees will follow the CAS Tenure & Promotion Procedures.
11. Instructor Promotion Committee. This Committee consists of seven continuing Senior Instructors (Level 2) or Master Instructors (Level 3), or tenured or tenure-earning Faculty, of whom two will be members from the School of Natural Sciences and Mathematics, two from the School of Social Sciences, two from the School of Humanities, and one from the Professional Departments. When a candidate from a branch campus is considered, a representative from that branch campus must be included in the seven members. The Committee shall make recommendations to the College Dean regarding candidates who are eligible for promotion under the guidelines for the Career Path for Instructors (both instructional and non-instructional). The Committee shall review candidates' application materials, and their Departmental and Chair's recommendations. The Committee shall make recommendations to the Dean according to the department's criteria for promotion of continuing Instructors. The Committee's initial meeting shall be convened in time to

allow the committee to complete its work before the College Dean makes their decisions and forwards them to the Provost.

c. Meetings:

1. The College Dean's office shall assume responsibility for convening the Committee for its first meeting, in a face-to-face, virtual, or combined setting, of the new academic year. Subsequent meetings shall be called by the new Chair as necessary to carry out the Committee's functions. Members of each Committee, members of the Faculty Assembly, or the College Dean may request that the Chair of a given Standing Committee call meetings to discuss specific issues.
2. Each committee shall elect its own Chair at the initial meeting of each academic year.
3. The Chair of each Standing Committee shall be responsible for preparing reports of committee actions to the College Dean, the Faculty Council, and the Faculty Assembly.
4. A quorum of a simple majority shall be required to conduct the business of Standing Committees, whether attending virtually or face to face.

d. Agenda:

The agenda for each Standing Committee shall be set by its Chair. The College Dean as well as members of the committee and the Faculty Council may request that items be added to the agenda.

Amendments:

The Bylaws may be amended by a simple majority of the votes cast by the Faculty Assembly (with at least a majority of each School) in a vote by electronic ballot organized by the College Dean's Office. Votes will be counted by the College Dean or their associates together with the Chair of the Faculty Council.
