

New Mexico State University

COMMITTEE STRUCTURE AND BYLAWS

of the College of Arts and Sciences
Effective Fall 2020

The following committee structure and bylaws of the College of Arts and Sciences were passed by the college faculty on May 1, 1972. Amended October 1978, November 1979, February 1980, April 1982, April 1984, February 1986, March 1989, October 1995, April 1997, March 2001, December 2002, May 2004, May 2007, May 2008, May, 2013, and April 2020.

SECTION I. Powers and Responsibilities of the A&S Faculty

Within the limits of the policies and procedures established by the Board of Regents and the Faculty Senate, the regular tenured, tenure-track, college-track, and research-track faculty of the College of Arts and Sciences (hereafter referred to as **A&S faculty**) are authorized to:

1. Meet, in person or virtually, at least once per academic semester, under the chairpersonship of the dean or their representative. Also meet as necessary in special meetings, as described in Section VIII;
2. Establish rules for the conduct of its business;
3. Assign duties and responsibilities through bylaw creation/ratification and forward items of business to the committees of the College. Committee Chairs, committee members and responsible associate deans are listed on the College's website, and can be directly contacted by individual faculty members, and during discussions at regular meetings of the A&S faculty;
4. Receive reports from chairs of college committees, presented during regular meetings of the A&S faculty or through dedicated electronic communications
5. Provide feedback on the reports and recommendations of the college committees, either during discussions at regular meetings of the A&S faculty, or within two weeks of such presentations by direct email communication with the chair of the committee;
6. Approve or disapprove proposed changes in the college bylaws;
7. Nominate and elect college representatives to the Faculty Senate and to other committees according to the bylaws description of the committees;
8. Consider other matters delegated to it by the dean or other administrative officers, the Faculty Senate, or placed before it by the college committees.

SECTION II. Committees of the College

The committees of the college shall consist of:

1. Tenure- and Research-Track Faculty Affairs;
2. College-Track Faculty Affairs;
3. Planning and Budget;
4. Curriculum and Educational Policies;
5. Creative and Research Activities Affairs;
6. College Student Council;
7. Arts & Sciences Executive Committee;
8. A&S Faculty Senate;

Tenure- and Research-Track Faculty Affairs Committee

This committee shall consist of seven tenured members of the faculty, with no more than one member from any department. All faculty members will be elected by the faculty to three-year staggered terms. The Chair will be elected each year by the members of the committee, in accordance with College P&T policy. At least five of the members of the committee must hold the rank of professor. The duties and responsibilities of the committee shall be to:

- Advise the dean's office on recommendations concerning the tenure and promotion of individuals;
- Receive all applications for tenure and promotion within the tenure-track ranks and the research-track ranks. The committee shall assess each candidate's record in accordance with the university, college, and respective departmental guidelines;
- Provide a written recommendation to the dean on each candidate under review for promotion and/or tenure. The written evaluation shall include not only a vote, but also a fair representation of the rationale for it and a summary of the discussion of each candidate. Committee members shall recuse themselves from participation in reviewing candidates from their department or in case of evident conflict of interest or in the presence of circumstances that would prevent the committee member from expressing an impartial and unbiased assessment. For purposes of this policy, Conflict of Interest means:
 - The committee member is related to the candidate, directly or through marriage;
 - The committee member is married to or otherwise in a personal or intimate relationship with the candidate;
 - The committee member resides in the same household as the candidate; or
 - The committee member has a vested personal, business or financial interest that conflicts with a vested personal, business or financial interest of the candidate.

Objection to a committee member's participation based on Conflict of Interest as defined above may be raised by the candidate, any member of the committee, or by the Dean. If an objection is raised and the committee member refuses to voluntarily recuse him or herself, the Dean shall decide whether a Conflict of Interest exists such that the committee member shall be disqualified from participation. The Dean's decision on this issue is final.

Associate professors on the committee will not participate in deliberation or vote regarding applications for promotion to full professor. When committee members are granted sabbatical or other type of leaves during their term on the committee, a temporary replacement for the leave period will be appointed by the Dean with the approval of the rest of the committee;

- Consider such other items of business related to procedures or policies concerning promotion, tenure, retention, and termination, as may be referred to it by the dean or by the faculty of the college.

College-Track Faculty Affairs Committee

This committee shall consist of five faculty members, of which at least three must be college-track full professors. No two members of the committee can come from the same department. Each member of the committee serves a three-year staggered term; all members of the committee are elected by the A&S faculty in accordance with NMSU policies. In particular, college-track faculty in the college will be eligible to vote on the college-track faculty members of the committee. The chair of the committee will be elected by the committee. The Committee's duties and responsibilities shall be to:

- Advise the dean on recommendations concerning the promotion of individuals;
- Receive all applications for promotion within the college-track ranks. The committee shall assess each candidate's record in accordance with the university, college, and respective departmental guidelines;
- Make a written recommendation to the dean on each candidate under review. The written evaluation shall include a vote and a fair representation of the rationale for it. Committee members shall recuse themselves from participation in reviewing candidates from their department or in case of evident conflict of interest (in terms analogous to those described for the Tenure-Track and Research-Track Faculty Affairs Committee). Committee members holding a rank lower than the one considered in the promotion application being reviewed are required to recuse themselves from the deliberation and vote. When committee members are granted a leave during their term on the committee, a temporary replacement will be appointed by the Dean with the approval of the other members of the committee;
- Consider such other items of business related to procedures or policies concerning promotion and termination, as may be referred to it by the dean or by the faculty of the college.

Planning and Budget Committee

This committee shall consist of seven faculty members, with no more than one member from any department. Four will be elected by the A&S faculty, three will be appointed by the dean, in consultation with the Executive Committee, to three-year staggered terms.

Its duties and responsibilities shall be to advise the dean on long-range planning of the college, especially as it affects resource utilization. The charge of the committee is to provide input to the dean on the following matters:

- Development, revision, and assessment of the College Strategic Plans
- Recommendation and feedback on strategic plans of individual units within the College
- Development of assessment instruments related to strategic planning
- Recommendation about strategic investments for the college.

Curriculum and Educational Policies Committee

This committee shall consist of five faculty members, with no more than one member from any department. All five members will be appointed by the dean, in consultation with the College Executive Committee, to three-year staggered terms. The duties and responsibilities of the College Curriculum and Educational Policies Committee shall be to:

- Advise the dean's office and make recommendations to the A&S faculty concerning new degree programs and/or modifications of requirements for existing degree programs as appropriate; serve as a resource to faculty of the college related to curriculum planning;
- On request of the dean's office, review new course proposals originating in the departments of the college and advise the dean on said proposals;
- Provide input on other matters pertaining the academic programs in the College;
- Report to the A&S faculty on matters pertaining to curriculum and educational policy that are of college-wide significance;
- Hear academic appeals from students, as may be forwarded by the dean, or a dean's representative and, when appropriate, make recommendations through proper departmental, college and university channels.

Creative and Research Activities Affairs Committee

This committee shall consist of five faculty members, with no more than one member from any department. All members will be appointed by the dean, in consultation with the College Executive Committee, to three-year staggered terms. Its members should represent the major creative and research areas of the college. Its duties and responsibilities shall be to:

- Make periodic (at least annually) reports to the faculty concerning college level support related to the College Research Center for research grants, and the criteria to be used in allocating such monies;
- Evaluate and provide recommendation to the dean of applications submitted for specific creativity and research support programs.
- Evaluate proposals submitted to the College Research Center for potential financial support;
- Make recommendations to the dean related to additional resources addressing faculty, creativity and research;
- Identify faculty members to serve as college representatives for the University Research Council.

Student Council

The Student Council shall be primarily responsible for its own organization and proceedings. The dean or a dean's representative shall ensure that the College Student Council has a current faculty advisor, and that the College Student Council regularly reviews, and updates as necessary, their bylaws. This body will:

- Advise the dean on selecting student representatives to the various college committees having student members. Student representatives to college committees shall have voting rights on those committees that allow for student votes and are eligible to attend meetings of the college faculty;
- Keep the dean or a dean's representative apprised of students concerns in the College.

- Advise the dean's office of student opinion and perspective on new initiatives.

Arts & Sciences Executive Committee

The committee will consist of four department heads, one from each of the four thematic areas of the College: Sciences, Social Sciences, Arts, and Humanities. An additional member of the executive committee will be elected by the A&S Faculty Senate Committee. The Executive Committee will elect each year a chair. The Department Head members of the committee are elected by the department heads within the corresponding thematic area. No two members of the same department can serve on the Executive Committee. Each member of the committee serves a two-year term. In case of sabbaticals or other leaves, a special election will be performed to nominate a temporary replacement. The duties of the committee include:

- Assist with long term and strategic planning;
- Advise the dean on issues related to college resource distribution, including faculty lines and equipment funds;
- Be available to offer advice to the dean on appointments to the various committees of the college;
- Provide feedback and advice on procedural issues concerning the operation of the College;
- Serve as representatives of the dean's office related to university wide committees;
- Initiate proposed changes to the college bylaws;
- Through its Chair, supervise and validate the results of college elections to committees;
- Consult on matters such as departmental reorganizations, mergers, splits, and name changes that affect the long-term nature of the college;
- Plan for new programs (including new degree programs), deletion of programs, or reorganization of programs within the college, administrative concerns and the impact of the proposed new programs on the long-term nature of the college.

Arts & Sciences Faculty Senate Committee

This committee is comprised of all the faculty senators elected to represent the Arts & Sciences college in the Faculty Senate. The committee will elect its chair; the committee will also elect one member to serve on the executive committee. The committee chair and the executive committee representative must be tenured or tenure-track faculty and they could be the same person. The Faculty Senate representative on the executive committee cannot be from a department that is already represented on the executive committee. Duties and responsibilities include:

- Advise and consult with the dean on faculty issues.
- Report to the faculty any and all decisions related to A&S faculty, including on activities within the Faculty Senate
- When appropriate, advise the dean on the agenda of college meetings;
- Call special meetings of the A&S faculty, when asked by 12 or more members of the A&S faculty; the Executive Committee will inform the dean of such special meetings of the A&S faculty;
- Advise the dean, at the dean's request, upon other matters;

SECTION III. Elections, Appointments and Committee Voting

- A simple majority of those voting will be used in all committee votes;
- All elections will be conducted via electronic media;
- Elections to positions on the college committees will occur in early Fall, following nominations via email. Terms begin at the start of the following Calendar Year. The only exception is the membership to the A&S Faculty Senate committee, which is governed by the bylaws of the Faculty Senate.
- Appointments (to college committees) will be made by the dean in consultation with the Executive Committee, in early Fall, following college elections. In the case of a leave of absence, sabbatical, or FMLA, the Dean may appoint a temporary replacement.

SECTION V. Eligibility for College Committees

- All regular faculty (tenured, tenure-track, college-track, and research track faculty at half-time or more) are eligible for election or appointment to all college committees except where noted above;
- No faculty member may serve more than two consecutive terms on the same committee;
- No faculty member may serve on any of the Faculty Affairs Committees during the same academic year of their application for tenure and/or promotion.

SECTION VI. Conflict of Interest

No member of any committee of the College of Arts and Sciences may participate in deliberations or vote upon a question involving a member of their department. In addition, if a member has a real or perceived personal conflict of interest in any issue, they should not participate in the deliberations or vote on the issue.

SECTION VII. Changes and Amendments to Bylaws

The A&S Executive Committee shall initiate all changes in the bylaws of the college. It may do so on its own initiative or when:

- Petitioned to do so by twelve or more members of the regular faculty;
- Requested by the dean to consider changes in the bylaws.

The procedure for changing the bylaws shall be:

- The proposed revised bylaws will be sent out to A&S faculty via electronic media or special meeting.
- Within four weeks of the electronic communication or special meeting, a ballot will be distributed to the faculty along with the proposed bylaws and any amendments. Voting faculty shall be asked to vote separately on proposed changes and amendments. Ballots will be due within two weeks of their distribution. A simple majority of those completing the ballot shall constitute approval of the amended bylaws;
- The bylaws will be effective at the start of the semester following the approval of the changes.

SECTION VIII. Agenda of College Meetings

- The Executive Committee will be available to advise the dean on the agenda of A&S faculty meetings for distribution at least one week prior to the meeting;
- Any member of the faculty may request a member of the Executive Committee to place an item of business before the A&S faculty meeting. The Executive Committee will consider all such requests, in consultation with the dean or a dean's representative;
- A new item of business must be placed on the agenda when the Executive Committee is so petitioned by twelve or more members of the faculty;
- Depending on the urgency of the agenda and availability of time, the college meeting might be held either in person or through email or other electronic media.

SECTION IX. Role of the Dean

In addition to duly authorized and generally recognized duties and responsibilities, the dean or a dean's designee shall serve as an ex-officio non-voting member on all college committees with the exception of the Faculty Affairs committees.

SECTION X. Parliamentary Procedure and Operation of Committees

Unless otherwise specified in the bylaws, procedure at college meetings shall be determined by Robert's Rules of Order, with appropriate adaptations for small meetings.

All committees shall keep minutes of the meetings. Minutes should be made available upon request, except for discussions that pertain confidential and personnel matters.

Each committee should define what constitutes a quorum for decision making, with a default quorum represented by more than half of the committee members.

SECTION XI. Adoption of Bylaws

If a simple majority of faculty returning ballots (i.e., over half of the returned ballots) within the specified time frame approve the amended bylaws, the bylaws shall be considered effective the start of the semester following the election.