

New Mexico State University

COMMITTEE STRUCTURE AND BYLAWS of the College of Arts and Sciences May, 2013

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, and May 2008 (and May, 2013).

SECTION I. Powers and Responsibilities of the College Faculty

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

1. Meet at least three times per academic year, under the chairpersonship of the dean or his/her representative. Also meet as necessary in special meetings, as described in Section II.7.c;
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 college faculty;
4. Receive reports from chairs of college committees, presented during regular meetings of the college faculty;
5. Provide feedback on the reports and recommendations of the college committees, either during discussions at regular meetings of the college 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. Elect college representatives to the Faculty Senate;
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. Faculty Affairs;
2. College Track Faculty Promotion;
3. Planning and Budget;
4. Curriculum and Educational Policies;
5. Research Affairs;
6. College Student Council;
7. College Council.

1. Faculty Affairs Committee

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

- a. Advise the dean at his/her request on recommendations concerning the tenure and promotion of individuals;
- b. The committee shall receive all applications for tenure and promotion within the tenure track ranks. The committee shall assess each candidate's record in accordance with the university, college, and respective departmental guidelines;
- c. The committee will make a written recommendation to the dean on each candidate under review. The written evaluation shall include not only a vote, but also a fair representation of the rationale for it. Committee members shall recuse themselves from participation in reviewing candidates from their department. 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 leave during their term on the committee, the Dean will appoint a replacement for the sabbatical period;
- d. Advise the dean on college-wide procedures and policies relating to the faculty merit system, promotion, tenure, retention without tenure, termination;
- e. Report, through its chair, to the college faculty any changes in procedures or

policies concerning promotion, tenure, retention without tenure, and termination;

- f. Consider such other items of business related to procedures or policies concerning promotion, tenure, retention without tenure, and termination, as may be referred to it by the dean or by the college faculty.

2. College Track Faculty Promotion Committee

This committee shall consist of three college track full professors, with no more than one member from any department, appointed by the dean to three-year staggered terms. The chair of the committee is appointed by the dean. Its duties and responsibilities shall be to:

- a. Advise the dean on college-wide procedures and policies relating to the promotion of college track faculty;
- b. The committee shall receive all applications for promotion within the college track ranks. The committee shall assess each candidate's record in accordance with the college and respective departmental guidelines;
- c. The committee will make a written recommendation to the dean on each candidate under review. The written evaluation shall include not only a vote, but also a fair representation of the rationale for it. Committee members shall recuse themselves from participation in reviewing candidates from their department;
- d. Report through the chair, to the college faculty any changes in procedures or policies concerning promotion within the college track;
- e. Consider any items of business as may be referred to it by the dean or by the college faculty.

3. Planning and Budget Committee

This committee shall consist of nine faculty members, with no more than one member from any department. Six will be elected by the college faculty, three will be appointed by the dean, in consultation with the College Council, 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 effects resource utilization. The charge of the committee is to provide input to the dean on the following matters:

- a. Long term and strategic planning, and in documenting the results of such planning;
- b. Recommendations about the budget for the following fiscal year.

- c. Matters such as departmental reorganizations, mergers, splits, and name changes which affect the long-term nature of the college
- d. Plans for major changes in existing space utilization in the college
- e. Plans 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;
- f. Report business conducted and recommendations made to the dean, other committees of the college, and the faculty as appropriate.

4. College Curriculum and Educational Policies Committee

This committee shall consist of six faculty members, with no more than one member from any department. Three will be elected by the college faculty and three faculty members will be appointed by the dean, in consultation with the College Council, to three-year staggered terms. The dean will appoint three of the six faculty and three students to serve on the Student Grievance Committee. The students will be selected in consultation with the College Student Council. The duties and responsibilities of the College Curriculum and Educational Policies Committee shall be to:

- a. Advise the dean and make recommendations to the college faculty concerning general requirements for graduation from the college;
- b. Advise the dean and make recommendations to the college faculty concerning new degree programs as appropriate;
- c. On request of the dean, review new course proposals originating in the departments of the college and advise the dean on said proposals;
- d. Report to the college faculty on matters pertaining to curriculum and educational policy that are of college-wide significance;
- e. Receive from the dean, from the college faculty, or from other college committees other items of business pertaining to the college curriculum or the educational policies of the college;
- f. Hear academic appeals from students, as forwarded by the dean or his/her representative and, when appropriate, make recommendations through proper departmental, college and university channels (this function to be served by the three faculty members and the three students appointed to the Student Grievance Committee).

5. Research Affairs Committee

This committee shall consist of six faculty members, with no more than one member

from any department. Three faculty members will be elected by the college faculty, and three faculty members will be appointed by the dean, in consultation with the College Council, to three-year staggered terms. Its members should represent the major research areas of the college. Its duties and responsibilities shall be to:

- a. Make periodic (at least annually) reports to the faculty concerning the availability of funds in the College Research Center for research grants, and the criteria to be used in allocating such monies;
- b. Evaluate proposals submitted to the College Research Center for potential financial support;
- c. Advise the dean on other matters pertaining to the research programs of the college.

6. College Student Council

The Student Council shall be primarily responsible for its own organization and proceedings. The dean or his/her 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:

- a. 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;
- b. Keep the dean or his/her representative apprised of students concerns in the College.

7. College Council

The College Council shall consist of the chair of each of the above named college faculty committees. Its duties and responsibilities shall be to:

- a. Be available to offer advice to the dean on his/her appointments to the various committees of the college;
- b. When appropriate, advise the dean on the agenda of college meetings;
- c. Call special meetings of the college faculty, when asked by 12 or more members of the college faculty; the College Council will inform the dean of such special meetings of the college faculty;
- d. Initiate proposed changes in the college bylaws (such changes may be initiated as described in Section VII);
- e. Advise the dean, at his/her request, upon other matters;

- f. Through its Chair, supervise and validate the results of college elections to committees.

SECTION III. Elections and Appointments

1. A simple majority of those voting will be used in all elections.
2. Elections to positions on college committees will occur in April, following nominations via email and at the March meeting of the college faculty. Terms begin the following fall semester.
3. Appointments (to college committees) will be made by the dean in consultation with the College Council, in April, following college elections.

SECTION IV. Quorums

Twenty percent of the regular faculty shall constitute a quorum at college faculty meetings. The Chair of the College Council or his/her representative from the College Council will assist in certifying the quorum. In the absence of a quorum in college faculty meetings, those present will vote on any business on the agenda. After the meeting in question, the Dean's administrative staff will conduct an e-mail poll of those not present to ensure at least the 20% quorum of the total faculty in the college vote on any piece of business being handled in a general college faculty meeting. Fifty percent of the members of college committees shall constitute a quorum. In college committee meetings, the chair will ensure that there is a quorum. In the absence of a quorum in a college committee meeting, there shall be no voting and no new motions will be put forward.

SECTION V. Eligibility for College Committees

1. All regular faculty (tenured, tenure-track and college-track at half-time or more) are eligible for election or appointment to all college committees. All committees will have a majority of tenure-track faculty. Exceptions: Non-tenured faculty (including college-track faculty) and department heads may not serve on the Faculty Affairs Committee and college-track faculty may not serve on the Research Affairs Committee. The College Track Promotion Committee will consist of college-track faculty only.
2. No faculty member may be appointed or elected to more than one college committee. Additionally, the chair of each college faculty committee shall serve on the College Council.
3. No faculty member may serve more than two consecutive terms on the same committee.

4. No faculty member may serve on the Faculty Affairs Committee during the same academic year of his/her 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 her/his department. In addition, if a member has a real or perceived personal conflict of interest in any issue, she/he should not participate in the deliberations or vote on the issue.

SECTION VII. Changes and Amendments to Bylaws

1. The College Council shall initiate all changes in the bylaws of the college. It may do so on its own initiative or when:
 - a. Directed to do so by a majority vote of those present and voting at a regular meeting of the college faculty;
 - b. Petitioned to do so by twelve or more members of the regular faculty;
 - c. Requested by the dean to consider changes in the bylaws.
2. The procedure for changing the bylaws shall be:
 - a. The proposed revised bylaws will be sent out to college faculty at least one week prior to the March general faculty meeting;

At the March meeting, the proposed changes will be discussed. Questions from faculty will be answered, and friendly amendments may be made by majority vote.
 - b. Within four weeks of the March general faculty 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;
 - c. The bylaws will be effective May 31st.

SECTION VIII. Agenda of College Meetings

1. The College Council will be available to advise the dean on the agenda of college faculty meetings for distribution at least one week prior to the

meeting;

2. Any member of the faculty may request a member of the College Council to place an item of business before the college faculty meeting. The College Council will consider all such requests, in consultation with the dean or his/her representative;
3. A new item of business must be placed on the agenda when the College Council is so petitioned by twelve or more members of the faculty.

SECTION IX. Role of the Dean

In addition to his/her duly authorized and generally recognized duties and responsibilities, the dean or his/her designee shall serve as an ex-officio non-voting member on all college committees.

SECTION X. Parliamentary Procedure

Unless otherwise specified in the bylaws, procedure at college meetings shall be determined by Robert's Rules of Order. The Chair of the College Council shall assist with certifying quorum.

SECTION XI. Adoption of Bylaws

If a simple majority of faculty returning ballots within the specified time frame approve the amended bylaws, the bylaws shall be considered effective May 31st.