

**BYLAWS  
OF THE  
SCHOOL OF ARTS AND SCIENCES**

**RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY**

*Ratified: December 14, 2006*

**ARTICLE I. PURPOSE AND ORGANIZATION**

Section 1. The School of Arts and Sciences (hereinafter SAS) shall be maintained for the purposes of providing undergraduate and graduate education in the arts and sciences to the students in New Brunswick and of conducting research in the arts and sciences.

Section 2. The affairs of SAS shall be administered by the Executive Dean and governed by the voting members of SAS. The organizational structure of SAS shall consist of its various departments, programs, and other duly constituted units (such as centers and institutes). Each unit providing instruction shall develop courses in its discipline or subject area and appropriate curricular groupings (e.g., majors, options within a major, and minors), subject to the approval of the faculty of SAS (and, where appropriate, the graduate faculty). All majors, options, minors, and courses approved by SAS are open to all students of the University who meet the requirements established for these offerings.

Section 3. These bylaws are intended to govern the affairs of SAS in accordance with the provisions set forth in their several articles and with University Regulations. In the event of any conflict or inconsistency between these bylaws and University Regulations, the University Regulations shall prevail.

**ARTICLE II. VOTING**

Section 1. All tenured, tenure-track and research faculty who are voting members of a department in SAS, as defined by Article VII, Section 2, shall be voting members of SAS. Voting members of an SAS department who currently hold an administrative position shall continue to be voting members of SAS during the terms of their administrative appointments.

Section 2. Other faculty of the SAS may be granted voting membership in SAS upon recommendation by one of the departments or programs of SAS, or by the Executive Dean, and by approval by the Executive Committee.

Section 3. University faculty from units that offer majors or minors to SAS students may be appointed by the Executive Dean as Affiliates of SAS. The units that offer majors or minors to SAS students include the Edward J. Bloustein School of Planning and Public Policy, the Graduate School of Education, the Mason Gross School of the Arts, the Rutgers Business School, the School of Communication, Information and Library Studies, the School of Environmental and Biological Sciences, the School of Management and Labor Relations, and the School of Social Work. SAS Affiliates may serve on committees pertaining to undergraduate education as described in Article VI. When motions put forth by such committees are to be voted on by the SAS Membership, SAS Affiliates are treated as voting members. Affiliates may be nominated by the Deans of their units, by Chairs of SAS Departments, or by the Vice Dean for Undergraduate Education of SAS. All Affiliates who attend one or more meetings in the course of two years shall be automatically renewed.

Section 4. By virtue of their offices, the President, the Executive Vice President for Academic Affairs, the Vice President for Undergraduate Education and the Dean of the Graduate School-New Brunswick shall be voting members of SAS.

Section 5. The Executive Dean may use the computer infrastructure of the University to carry out secure and anonymous voting whenever such a process is appropriate to the vote being taken. The precise methodology will change over time but will be widely announced, and will stress security, completeness, and ease of use. Examples include elections of committee members and ballot votes as described in Article IV Section 4.

### **ARTICLE III. OFFICERS**

Section 1. The Executive Dean is the principal officer of SAS and is charged with supervising its administration and leading its faculty and staff in the creation and implementation of effective programs in instruction, research, and service. The responsibilities of the Executive Dean include appointing department chairs, in accordance with the provisions of Article VII, Sections 4 and 5, program committees and directors, in accordance with Article VIII, Section 2, and appointed members of committees of SAS, recommending faculty appointments, reappointments, and promotions, and recommending the budget, except as limited by these bylaws. The Executive Dean shall preside at all meetings of SAS unless the President of the University is present and presides.

Section 2. The Executive Dean may appoint area, vice, associate and assistant deans and assign responsibilities to them in accordance with their functions.

Section 3. A Secretary of SAS shall be elected by the voting members for a term of three years. The Secretary shall record all actions taken by the faculty of SAS and distribute minutes of all meetings to each voting member of SAS, to the Executive Vice President for Academic Affairs, to the Secretary of the University Senate, and to the Chair of the New Brunswick Faculty Council. The Secretary shall serve as a member of the Rules of Procedure Committee and maintain for reference an up-to-date compilation of the bylaws of SAS. Where the bylaws do not provide specific guidelines, the Secretary, in consultation with the Rules of Procedure Committee, shall have the authority to decide who may vote in faculty and departmental elections; all such decisions may be appealed to the faculty of SAS. The Secretary shall conduct elections in accordance with the provisions of these bylaws.

Section 4. A Parliamentarian shall be appointed by the Executive Dean annually.

#### **ARTICLE IV. MEETINGS**

Section 1. A meeting of the faculty of SAS shall be held at least once each semester, at the call of the Executive Dean. The Executive Dean may call additional meetings of the faculty as needed. The Executive Dean must call a meeting of the faculty upon petition signed by at least ten percent of the voting members of SAS or five members of the Executive Committee.

Section 2. A quorum shall consist of at least ten percent of the voting members of SAS, not including Affiliates of SAS. Voting shall be by simple majority except as otherwise specified in these bylaws.

Section 3. An agenda set by the Executive Dean shall be circulated at least one week prior to a called meeting. Voting members of SAS may add items to the agenda for a meeting upon petition signed by fifteen voting members, provided that the petition is received by the Executive Dean at least two weeks prior to the meeting. The agenda may be revised during a faculty meeting, or items added to the agenda, by a two-thirds majority of the voting members present. Items not on the agenda may also be introduced after the call for New Business; any motions introduced at this time shall be adopted by majority vote of the voting members present.

Section 4. At the request of one-third of the voting members present, a ballot to be submitted to all voting members of SAS shall be ordered on any question, before the final vote shall have been taken. A motion requesting a ballot shall take precedence over a call for the question. A motion to reconsider shall not be applicable to votes taken by ballot.

- Section 5. Meetings of SAS shall be open. However, the faculty may at any time, by majority vote, move to close a meeting to all except voting members of SAS.
- Section 6. Participation at meetings of SAS (e.g., discussion of a motion) shall normally be restricted to voting members of SAS. Others may be allowed to participate, without vote, upon motions passed by the faculty or upon invitation of the Executive Dean.
- Section 7. Except as otherwise specified in these bylaws, meetings of SAS shall be conducted in accordance with the most recent edition of Robert's Rules of Order.
- Section 8. Attendance shall be taken at each meeting and recorded in the minutes of the meeting.

#### **ARTICLE V. COMMITTEE STRUCTURE**

- Section 1. There shall be standing committees of SAS as specified in Article VI below.
- Section 2. To further the work of SAS, the faculty or the Executive Dean may establish committees ad hoc. After an ad hoc committee has been maintained for two consecutive years, it shall either be disbanded or be established as a standing committee by amendment of these bylaws in accordance with Article IX.
- Section 3. Except as otherwise specified in these bylaws, each standing committee shall have a chair and a secretary who shall keep minutes of the committee's actions. The Executive Dean may designate a Chair or Secretary. Otherwise, these positions will be elected by the committee members.
- Section 4. Standing or ad hoc committees may invite the Executive Dean or a designate of the Executive Dean to serve as an ex-officio, nonvoting member. This provision does not apply to the Advisory Committees on Appointments and Promotions, the Nominations and Elections Committee, the Rules of Procedure Committee, the Faculty Review Committee, and the Academic Standing Committee.
- Section 5. At least seventy-five percent of the voting members of each ad hoc committee shall be voting members of SAS.
- Section 6. All appointed faculty members of standing committees, except for the Advisory Committees on Appointments and Promotions, shall be voting members or Affiliates of SAS. Appointed faculty members of standing committees shall be appointed annually by the Executive Dean of SAS except as otherwise directed in these bylaws. Student members of committees shall not have access to

confidential faculty or student records, and shall have voting rights on the committees on which they serve except as otherwise directed in these bylaws.

Section 7. Candidates for elected faculty positions on standing committees shall be voting members of SAS. Such candidates shall be nominated by the Nominations and Elections Committee or by a petition signed by fifteen voting members of SAS. The Secretary of SAS shall receive nominations by petition and conduct the elections.

A vacancy arising in an elected faculty position on a committee shall be filled, until the next annual election, by the person with the next highest number of votes at the last election for that committee. If that person cannot serve, the Nominations and Elections Committee shall select a faculty member eligible to serve according to the requirements of these bylaws.

Section 8. Where these bylaws specify faculty membership from each of the four major discipline areas, these areas shall be the Humanities, the Life Sciences, the Physical and Mathematical Sciences, and the Social and Behavioral Sciences. A department's affiliation with one of these discipline areas is based on the department's choice, subject to the approval of the Executive Dean.

Section 9. The records of each standing and ad hoc committee shall be filed in the Office of the Executive Dean of SAS at the end of each academic year and shall be kept for a period of not less than three years.

Section 10. The Executive Committee, the Nominations and Elections Committee, the Rules of Procedure Committee, Advisory Committees on Appointments and Promotions, the Affirmative Action Committee, and the Faculty Review Committee are advisory to the Executive Dean and may, at their discretion, report to the faculty on policy matters. The faculty may request reports from any of these committees dealing with their policies and practices, avoiding personal and confidential details. All other committees shall report at least annually to the faculty and the Executive Dean.

Section 11. Committees assume their responsibilities annually on September 1. The Nominations and Elections Committee shall meet by the middle of February to begin the process of holding the annual election for elected positions in SAS. Voting in the annual election shall be carried out by secret ballot with provision to secure the integrity of the process. The annual election shall be completed before the end of the spring semester.

## ARTICLE VI. STANDING COUNCILS AND COMMITTEES

Section 1. The councils and standing committees listed in this Article are presented in a sequence with the councils and the Executive Committee first, followed by three groupings of standing committees:

- (1) committees primarily concerned with administration,
- (2) committees primarily concerned with faculty affairs, and
- (3) committees primarily concerned with student affairs.

Section 2. The Council of Department Chairs shall be convened by the Executive Dean. It shall meet as necessary to discuss relevant information and to advise the Executive Dean. Any recommendations or administrative actions made by the Council on behalf of the faculty shall be reported to the faculty immediately.

The membership of the Council of Department Chairs shall be the Chairs of departments of SAS. The Executive Dean may add additional members, subject to the approval of the Council, in order to include relevant points of view not otherwise represented.

Section 3. The Council of Undergraduate Directors shall be convened by the Vice Dean for Undergraduate Education. It shall meet as necessary to discuss relevant information, and to advise the Vice Dean for Undergraduate Education.

The membership of the Council of Undergraduate Directors shall be the undergraduate directors of the departments and degree programs of SAS and of departments and degree programs in other Schools of the University that offer undergraduate majors or minors to SAS students. Departments or degree programs that do not have an undergraduate director will designate an appropriate representative to the Council.

Section 4. The Council of Student Representatives shall be convened by the Executive Dean. It shall meet as necessary to discuss relevant information, and to advise the Executive Dean on matters pertaining to undergraduate education and student interests.

The membership of the Council of Student Representatives shall be no fewer than eight students, appointed by the Executive Dean on a yearly basis. The Council should be broadly representative of the student body's elected leadership, and should also include the student members of standing SAS committees.

Section 5. The Executive Committee shall be convened by the Executive Dean. It shall meet as necessary to advise the Executive Dean on program priorities in such areas as faculty-line assignments, teaching, research, and service, in relation to the resources allocated to SAS and long-range planning in those areas.

The Executive Committee shall include eight members currently serving as chairs of SAS departments. All eight members will be appointed by the Executive Dean, and shall include no fewer than one from each of the major discipline areas.

Section 6. The Nominations and Elections Committee shall nominate at least two candidates for each elective faculty position (elective faculty positions include elected members of committees of SAS, the Secretary of SAS, and the members of the University Senate elected annually by SAS). No member of the Nominations and Elections Committee shall be eligible for nomination by the committee. Nominations shall be referred to the Secretary of SAS for distribution to the faculty of SAS. The committee shall advise the Executive Dean on appointing faculty members to committees.

In the event that the office of the Executive Dean of SAS becomes or is about to become vacant, the committee shall nominate candidates for the election of a minimum of five faculty members to a committee that shall advise the President of the University on the selection of a new Executive Dean.

An election subcommittee of the Nominations and Elections Committee shall be responsible for the conduct of an annual election. The subcommittee shall develop election procedures for preserving the integrity of the election process and for the efficient tabulation and certification of the results of the balloting.

The committee shall be composed of eight elected members, two from each of the major discipline areas. The members shall be elected for two-year overlapping terms.

Section 7. The Rules of Procedure Committee shall be consulted by the Executive Dean in all instances where the Executive Dean has found department bylaws inconsistent with either these bylaws or University Regulations and the department disagrees with the Executive Dean's findings. The committee shall maintain a current edition of these bylaws for periodic distribution to the faculty of SAS, and shall interpret these bylaws where they may be found to be ambiguous.

The committee shall be composed of the Secretary of SAS and four elected faculty members, one from each of the major discipline areas. The elected members shall serve for three-year overlapping terms.

Section 8. There shall be four Advisory Committees on Appointments and Promotions.

The Advisory Committee on Appointments and Promotions to Professor II shall be composed of faculty members at the rank of Professor II or higher. It shall advise the Executive Dean on promotions to the rank of Professor II and on all new appointments to the rank of Professor II.

The Advisory Committee on Appointments and Promotions to Professor I shall be composed of faculty members at the rank of Professor I or higher. It shall advise the Executive Dean on promotions to the rank of Professor I and on all new appointments to the rank of Professor I.

The Advisory Committee on Appointments and Promotions to Associate Professor with Tenure shall be composed of faculty members at the rank of Associate Professor or higher. It shall advise the Executive Dean on promotions to the rank of Associate Professor with tenure and on all new appointments to the rank of Associate Professor with tenure.

The Advisory Committee on Appointments and Promotions of Nontenured Faculty shall be composed of faculty members at the rank of Associate Professor or higher. It shall advise the Executive Dean on reappointments of nontenured faculty.

Each advisory committee on appointments and promotions shall be composed of twenty members, six from departments in the Humanities, six from departments in the Social and Behavioral Sciences and eight from departments in the Mathematical, Physical and Life Sciences, including at least three from the departments in the Life Sciences. Members of the committees shall be appointed by the Executive Dean of SAS. Where possible, no more than one member of a committee shall be from the same department. Members of the committees shall be tenured faculty members and shall normally be voting members of SAS in accordance with Article II, Section 1 of these bylaws; however, the Executive Dean of SAS shall have the option of including on the committees one or more faculty members from other units in the University. No faculty member serving as Chair can be appointed to one of these committees. Members of these committees shall serve for two-year overlapping terms. The advisory committees on appointments and promotions shall not have chairs or secretaries.

Each candidate to be considered by one of the advisory committees on appointments and promotions shall be reviewed by a four-member subcommittee. In the Humanities and Social and Behavioral Sciences, the subcommittee will consist of committee members from departments in the same discipline area as the candidate's department. For candidates from the Physical and Mathematical Sciences and the Life Sciences, the subcommittee will consist of committee members from departments in these two science discipline areas. Candidates working in interdisciplinary and multidisciplinary departments may request an ad hoc multidisciplinary subcommittee, composed of committee members from more than one discipline area.

When a matter arises concerning a candidate in the same department as a committee member, that committee member shall not be a member of the subcommittee reviewing the candidate. These subcommittees shall not have chairs



or secretaries. No candidate shall be reviewed by a subcommittee consisting of fewer than four members.

When a four-member subcommittee cannot otherwise be formed, subcommittee members may be drawn from one of the other three Advisory Committees on Appointments and Promotions, provided that the committee member meets the eligibility requirements for the subcommittee in question.

When a four-member subcommittee cannot be formed from the members of the four Advisory Committees on Appointments and Promotions, the Executive Dean shall appoint additional members to the extent necessary; such additional members shall meet the eligibility requirements for service on both the appointments and promotions committee and the subcommittee in question and shall serve only for the review of the candidate or candidates whose review has made their appointment necessary.

Section 9. The Affirmative Action Committee shall be convened by the Affirmative Action Officer for SAS. It shall advise the Executive Dean on policy matters concerning the status of minorities and women and on policy matters relating to other groups protected by state and federal equal employment opportunity laws (e.g., handicapped individuals, disabled veterans, and veterans of the Vietnam era).

The committee shall be composed of at least ten members: the Affirmative Action Officer for SAS (appointed by the Executive Dean), four elected members of the faculty of SAS (one from each major discipline area), four appointed members of the faculty of SAS (one from each major discipline area), and at least one student, appointed by the Executive Dean. The committee membership shall be broadly representative of racial, ethnic, and gender groups. Members shall serve for two-year overlapping terms.

Section 10. The Faculty Review Committee shall counsel and advise any member of the faculty of SAS who seeks such advice with respect to any problem affecting the faculty member's status as a member of the University. The committee may on its own initiative make suggestions concerning personnel matters to the administrative officers of SAS. The committee may report to the Executive Dean of SAS, the New Brunswick Vice President for Academic Affairs, the President of the University, or the Board of Governors, and may in its discretion make reports also for the information of the faculty of SAS.

The committee shall be composed of four tenured members of the faculty of SAS, two elected and two appointed. Members of the committee shall serve for two-year overlapping terms. No more than one member shall be from the same department. No members shall be department chairs. When a matter arises concerning a person in a committee member's department or of which a

committee member has knowledge through service on an advisory committee on appointments and promotions, the member shall neither participate nor vote.

Section 11. The Curriculum Committee shall have broad responsibility to advise the Executive Dean on substantive matters concerning the educational programs of SAS. The committee shall review and make appropriate recommendations to the faculty of SAS on undergraduate disciplinary and multidisciplinary course and curriculum proposals. At its discretion, the committee may form appropriate subcommittees to consider these proposals (e.g., from a single major discipline area or from the relevant disciplines for a multidisciplinary proposal).

The Curriculum Committee shall be composed of fifteen members, and shall represent a range of academic areas and department or program sizes. Twelve members shall be appointed yearly by the Executive Dean from the Undergraduate Directors or other designees of departments or programs. Three members, drawn from SAS departments that do not have Undergraduate Directors, shall be elected to two-year terms of service. No department may be represented by more than one person.

Section 12. The Core Requirements Committee shall review the effectiveness of the core requirements, monitor assessments of these requirements and recommend appropriate actions to the Executive Dean for consideration by the faculty of SAS. The committee shall recommend revisions to the approved list of courses satisfying core requirements. The committee shall be convened as needed by the Vice Dean for Undergraduate Education, but shall meet at least once each year.

The committee shall be composed of two non-voting ex-officio members, the Executive Vice Dean of SAS and the Vice Dean for Undergraduate Education, three non-voting student members appointed by the Executive Dean, and eighteen voting members:

- a. eight SAS faculty appointed by the Executive Dean and chosen to represent a broad range of curricular interests;
- b. four representatives appointed by the Executive Dean from units that offer undergraduate majors or minors to SAS students (as listed under Article II, Section 3);
- c. four elected SAS faculty, one from each of the major discipline areas, elected to two-year overlapping terms;
- d. two staff representatives from the Office of Academic Services, appointed by the Executive Dean.

Section 13. The Undergraduate Admissions Committee shall set and review policy concerning undergraduate recruitment, admissions, and transfers into SAS (both from other units in the University and from outside the University).

The committee shall be composed of the Vice Dean for Undergraduate Education and the Vice President for Enrollment Management (or a designee) serving as ex officio members, and twenty-one voting members:

- a. eight SAS faculty appointed by the Executive Dean and chosen to represent a broad range of curricular interests;
- b. four representatives appointed by the Executive Dean from units that offer undergraduate majors or minors to SAS students (as listed under Article II, Section 3);
- c. four elected SAS faculty, one from each of the major discipline areas, elected to two-year overlapping terms;
- d. three staff representatives from the Office of Academic Services, appointed by the Executive Dean;
- e. two student representatives, appointed by the Executive Dean.

Section 14. The Academic Standing Committee shall develop, recommend, and review policies for undergraduate academic review, dismissal, readmission, and the granting of academic amnesty. It shall recommend students to the Executive Dean of SAS to receive their degrees.

At the end of each term, the Academic Standing Committee shall review and may take action on the record of every student whose term or cumulative grade-point average is below established standards. The committee may dismiss such students from the SAS (except at the end of the first term) or place such students on probation.

The committee shall counsel and advise any student who has exhausted the usual administrative remedies at the departmental and SAS levels and who seeks such advice with respect to any problem affecting the student's academic relationship with any faculty member, department, or program of SAS. The committee may also on its own initiative make suggestions to administrative officers of SAS concerning matters relevant to this charge. The committee may report to the Executive Dean of SAS and shall respond to requests from the Executive Dean for advice concerning matters relevant to this charge.

The committee may uncover, through its case work, flaws in the academic policies and procedures governing SAS undergraduates and the Office of

Academic Services and may recommend appropriate changes to the Executive Dean for consideration by the faculty of SAS.

The Committee shall be composed of at least twenty-one members. Approximately three quarters shall be faculty, and one quarter shall be staff. The Vice Dean for Undergraduate Education (or a designee) shall serve ex officio.

- a. eight SAS faculty appointed by the Executive Dean and chosen to represent a broad range of curricular interests;
- b. four representatives appointed by the Executive Dean from units that offer undergraduate majors or minors to SAS students (as listed under Article II, Section 3);
- c. four elected SAS faculty, one from each of the major discipline areas, elected to two-year overlapping terms;
- d. at least five staff representatives, including three from the Office of Academic Services and two from student services, appointed by the Executive Dean.

Section 15. The Honors Committee shall oversee the operations of the Honors Program, review and make recommendations for strengthening the Honors Program, seek new ways of encouraging and rewarding superior student scholarship, and recommend standards for graduation with honors from SAS.

The Dean of the Honors Program shall serve as an ex officio member and chair of the committee. The Honors Committee shall have nineteen voting members:

- a. the Administrative Director of the Honors Program;
- b. eight SAS faculty appointed by the Executive Dean and chosen to represent a broad range of curricular interests; two of these will be faculty members serving on the Curriculum Committee;
- c. four representatives appointed by the Executive Dean from units that offer undergraduate majors or minors to SAS students (as listed under Article II, Section 3);
- d. four elected SAS faculty, one from each of the major discipline areas, elected to three-year overlapping terms;
- e. three Honors Program student representatives, one of whom will be a non-traditional student, appointed by the Executive Dean of the SAS. The student members shall serve one-year terms.

Section 16. The Scholarship Committee shall develop and review on a yearly basis the policies and procedures under which SAS scholarship funds are administered and awarded, and shall examine applications and recommendations for all scholarship funds administered by the SAS.

The committee shall be composed of at least twenty-four voting members:

- a. the Vice Dean for Undergraduate Education;
- b. eight SAS faculty appointed by the Executive Dean and chosen to represent a broad range of curricular interests;
- c. four representatives appointed by the Executive Dean from units that offer undergraduate majors or minors to SAS students (as listed under Article II, Section 3);
- d. four elected SAS faculty, one from each of the major discipline areas, elected to three-year overlapping terms;
- e. at least four staff representatives appointed by the Executive Dean of SAS on a yearly basis, including one development officer from the Rutgers University Foundation and three representatives from the Office of Academic Services;
- f. three student members appointed by the Executive Dean of SAS. The student members shall be responsible only for the part of the charge pertaining to policy and procedures, and shall be appointed for terms of two years.

## **ARTICLE VII. DEPARTMENTS**

Section 1. Each department shall be responsible for, and have authority for, the undergraduate and graduate work in its discipline (e.g., major requirements, options within the major, and minor requirements). Departments shall work with SAS and the Graduate School in carrying out their missions.

Section 2. The voting members of a department shall include (1) all tenured or tenure-track members of the University Faculty whose tenure home is in the department; (2) all members of a department on annual or other nontenure-track appointments who hold the rank of Instructor or higher, who occupy at least fifty-one percent of a faculty line in that department, and who have completed a year of service. Such faculty members shall not have a vote on personnel matters.

Faculty members on leave maintain their voting membership in the department. Faculty members whose primary assignment is as a member of the Administration (e.g., Executive Dean, Vice Dean, Dean) shall not be voting members of their departments during the terms of their administrative appointments, unless the department votes to retain such faculty members among their voting members. A department may establish in its bylaws provisions for adding appropriate voting and/or nonvoting members, whose membership shall be subject to the approval of the Executive Dean of SAS.

- Section 3. Each department shall adopt a set of bylaws in accordance with University Regulations and these bylaws. A copy of the bylaws shall be filed with the Executive Dean of SAS and, where appropriate, with the Dean of the Graduate School. All amendments shall be filed with the Executive Dean of SAS within thirty days of their adoption. Department bylaws shall include:
- a. acknowledgment of the department's responsibility to provide a full and diverse curriculum, including appropriate options within the major, and to provide such offerings at a range of times and places for all students;
  - b. criteria and procedures for recommending the addition of voting and/or nonvoting members of the department;
  - c. a procedure for convening department meetings;
  - d. a detailed procedure for the nomination of a chair to the Executive Dean, in accordance with Article VII, Section 4;
  - e. a detailed procedure for making recommendations concerning appointments, promotions, and reappointments in accordance with Article VII, Section 6;
  - f. provision for the annual gathering of student views of departmental course offerings, teaching, and other activities;
  - g. a procedure for advising students;
  - h. a procedure for dealing with student complaints.

Section 4. The chair of a department shall be responsible for the administration of the department according to the provisions of the University Regulations and these bylaws.

Only a voting member of the department who is a professor or associate professor, with tenure, is eligible to serve as chair.

The term of office of the chair shall be three to five years (the specific number of years to be determined by a department in its bylaws), with the possibility of renewal.

The chair shall be appointed by the Executive Dean of SAS. In the event that a chair must be appointed because of expiration of term or otherwise, (1) if a department includes fewer than three members eligible to serve as chair, the Executive Dean shall appoint a chair in consultation with the voting members of the department; or (2) if a department includes three or more members eligible to serve as chair, the eligible voting members of the department shall by ballot, in a procedure described in the department's bylaws, nominate to the Executive Dean one of its eligible members for appointment as chair.

The bylaws of each department with three or more members eligible to serve as chair shall detail the procedure for nominating a chair and shall insure that

- a. the rights of any eligible person to be nominated to serve as chair are not prejudiced;
- b. all voting is carried out by secret ballot with provision to secure the integrity of the process;
- c. provision is made for the distribution of ballots to those on leave, allowing sufficient time for the return of ballots and maintaining similar provisions for secrecy and integrity;
- d. the nomination process commences no later than four and one-half months prior to the date of an appointment (e.g., for July 1 appointments, the process should start by February 15).

A department may indicate in its bylaws that its balloting to nominate a chair shall be conducted by the Secretary of SAS. Upon a petition signed by three members of the department, a particular instance of balloting to nominate a chair shall be conducted by the Secretary of SAS.

If a department chair is being recruited from outside the University, the Executive Dean shall appoint the chair upon consultation with the voting members of the department and in particular with those at the rank proposed for the outside candidate and at higher ranks.

Section 5.

In the case of the temporary absence of a duly appointed chair, the Executive Dean shall appoint an acting chair. If the temporary absence of the chair is not to exceed six months, the Executive Dean shall appoint, without balloting, an eligible member of the department as acting chair for the period in question, if such an appointment is not otherwise provided for in the department's bylaws. If

the temporary absence of the chair is to exceed six months, the department shall nominate to the Executive Dean one of its eligible members to serve as acting chair in accordance with departmental bylaws.

Under unusual circumstances as determined by the Executive Dean in consultation with the Executive Committee of SAS, when a department is without a duly appointed chair because of expiration of term or otherwise, the Executive Dean may appoint, in consultation with the voting members of the department, any professor or associate professor, with tenure, of the University Faculty as the department's acting chair for a period not to exceed one year. If the unusual circumstances remain unresolved at the termination of any such appointment of an acting chair, the Executive Dean may again appoint, in consultation with the voting members of the department and with the approval of the Executive Committee, an acting chair for a period not to exceed one year.

Section 6. All tenured and tenure-track faculty members of a department shall be consulted on all new appointments to that department, regardless of rank, prior to the making of said appointments. Such consultation does not substitute for the requirement that the tenured members at or above the rank of the individual nominated for appointment formally act on the recommendation for appointment.

Similarly, each academic department shall develop a procedure involving all tenured and tenure-track members to advise the Executive Dean of SAS prior to the decision to reassign a faculty member from another academic department or unit to membership in the department.

These procedures shall be codified in the departmental bylaws.

## **ARTICLE VIII. PROGRAMS**

Section 1. To supplement its departments, SAS shall also be empowered to establish single-disciplinary, multidisciplinary, and area-studies programs. Each program shall be responsible for, and have authority for, the undergraduate work in its subject area. Where appropriate, the curriculum of a program shall be drawn from the course offerings of one or more of the departments of SAS or of other academic units.

Section 2. A multidisciplinary or area-studies program shall be governed by a committee, appointed by the Executive Dean, of faculty with significant teaching or research interests in the subject area. In consultation with the committee, the Executive Dean shall appoint a program director from among its members. The program director shall convene the program committee, supervise the distribution of administrative responsibilities for the committee, and serve as primary liaison with departments offering courses that are included in the curriculum of the



program. A single-disciplinary program shall be governed by the department offering the program. Its director shall be appointed by the Executive Dean in consultation with the department.

Section 3. Voting members of a multidisciplinary or area-studies program are determined by the committee governing that program, subject to the approval of the Executive Dean.

Section 4. Each program shall adopt a set of bylaws in accordance with University Regulations and these bylaws. A copy of the bylaws shall be filed with the Executive Dean of SAS. All amendments shall be filed with the Executive Dean of SAS within thirty days of their adoption.

#### **ARTICLE IX. AMENDMENTS**

Section 1. These bylaws may be amended at any meeting of the faculty of SAS, provided that written notice of the intent to amend and the text of the proposed amendment has been sent to all voting members at least two weeks prior to the meeting. Amendments may be initiated by the Executive Dean, the Rules of Procedure Committee, the Executive Committee, or a petition signed by fifteen voting members of SAS. Amendments must be approved by two-thirds of the voting members present or by two-thirds of those voting if a ballot has been ordered in accordance with Article IV, Section 4.