



## College of Arts and Sciences Bylaws for College Shared Governance Committees

*Revised Last: 4/11/2024; Approved: 4/18/2024*

*The by-laws herein supersede all previous written or verbal by-laws governing these committees.*

### **Article 1: Mission Statement**

The Dean's Office of the College of Arts and Sciences (CAS) is dedicated to serving its faculty and students through principles of shared governance, which include accountability, transparency, and integrity. Fundamental to the success of this mission is a) the creation of committees that represent the voices of faculty and students, and b) two-way modes of communication between these committees and the deans. To that end, these by-laws guide the composition and work of the advisory committees that report to the Dean and Associate Deans of the College of Arts and Sciences, and that support the College's strategic goals.

### **Article 2: List of Dean's Advisory Committees Bound by Herein By-Laws**

- Faculty Affairs Committee (formerly the Dean's Advisory Committee)
- Educational Policy Committee
- Research Committee
- Undergraduate Student Advisory Council

### **Article 3: Rules Governing All Below Committees**

- The committees report to the CAS dean and associate deans as appropriate.
- Committees are advisory to the deans and Dean's Office.
- The committees allow faculty and students opportunities to share feedback on the implementation of strategic, academic, and scholarly goals.
- The committees can make proposals to the other committees and can ask for other committees' recommendations on relevant issues and initiatives.
- The committee members in their efforts towards shared governance understand that they represent the larger body of the College and agree to act with the highest integrity, collegiality, civility, and community-building aspirations during meetings and outside of meeting times.
- A person may not serve on more than one committee during the same academic year. Exceptions may be considered on a case-by-case basis and must be approved by the respective dean ex-officio member of the committee.
- In addition to the functions listed, additional duties may be assigned by deans and

committee chairs, as appropriate.

- Department chairs will not typically serve on committees during their time as chair.
- Committee members are equal standing members, regardless of seniority, department affiliation, or title.

## **Article 4: Faculty Affairs Committee (FAC)**

(formerly Dean's Advisory Committee)

### **4.1: Function**

The FAC reports to the Dean, and its members represent all full-time faculty. The committee advises the Dean on faculty affairs and serves as a liaison between CAS faculty at large and the Dean.

- It communicates issues, opportunities, and questions raised by the faculty.
- It acts as a conduit for messages to be conveyed from the Dean and Dean's Office to faculty.
- It advises on faculty related affairs that are CAS-wide and not specific to any one department.
- Faculty affairs addressed by the committee may include the following: academic policy; term and tenure-line requests, faculty recruitment and retention; budgetary matters; space related to faculty; and service and workload.
- The committee's work should support CAS strategic goals that pertain to faculty affairs and faculty professional advancement.
- The Chair of the FAC will serve as faculty Marshall during the CAS commencement ceremonies. If the chair is unable to perform this role, a substitute representative will be selected from the FAC or EPC.

### **4.2: Membership**

- Membership is by election only. Elections will be held each spring semester. Faculty may nominate themselves or other faculty members. The Associate Dean of Graduate Studies manages and oversees the elections to the committee.
- Full time faculty members teaching in the College of Arts and Sciences – tenure and term– are eligible to serve, no matter how long they have been employed at American University.
- 2 committee members are ex-officio, not elected, and represent the Dean's Office: College Dean and Associate Dean of Faculty Affairs.
- 7 to 10 faculty members will be elected from CAS faculty in the following disciplinary areas: at least 1 from Arts, and 2 to 3 each from Humanities, Social Sciences, and Natural Sciences and Mathematics.
- At least 2 faculty members shall represent term line faculty and at least 2 shall represent tenure line faculty. In the rare situation where after elections there are fewer than two term and two tenured faculty members on the committee, the Dean can call for an additional election to be held to add an additional member to the FAC to fill the gap.
- The term of service is up to 3 years. A member may run by election for additional terms. Member terms will be staggered such that different cohorts will serve alongside one another.

- Any short-term vacancies on the committee between elections may be filled on an ad-hoc basis at the discretion of the Dean, and by appointment by the Associate Dean of Graduate Studies, until the next election.
- The committee members will choose amongst them a chair, who will serve for 1 year in that capacity and whose service as chair is renewable each year.
- A majority of the committee may, at any time, recommend to the Dean the removal of a member.

#### 4.3: Meetings

- Each official meeting of the FAC must include one of the ex-officio members, and there should be at least two official meetings per semester.
- The majority of voting members must be present at official meetings.
- The Dean or Associate Dean of Faculty Affairs can request additional meetings of the committee.
- It is expected that all members make every possible effort to attend all official meetings.
- The Dean and committee chair shall set the agenda for meetings.

### Article 5: Educational Policy Committee (EPC)

#### 5.1: Function

The EPC reports to the Associate Deans of Undergraduate Studies and Graduate Studies, and reviews and deliberates college-level educational policies, curricula, and undergraduate and graduate program changes.

- The committee reviews proposals for new degree programs, tracks, and courses, as well as proposals to revise existing degree programs, tracks, and courses.
- It reviews actions to eliminate courses, academic programs, degrees, majors, and minors.
- It makes recommendations consistent with curriculum assessment standards of the University and of any accreditation requirements, such as Middle States.
- The chair of the EPC assigns proposals for review to the other faculty members.
- The committee may advise the Dean, upon request, on educational policy, curricula, new degree programs and certificates, or other matters pertaining to education and teaching in the College.
- The committee's work should support CAS strategic goals that pertain to educational and curricular goals and student learning.
- The chair of the EPC is responsible for signing off on *Curriculog* actions requiring the approval of the CAS EPC.

#### 5.2: Membership

- Membership is by election only. Elections will be held each spring semester. Faculty may nominate themselves or other faculty members. The Associate Dean of Graduate Studies manages and oversees the elections to the committee.
- Full time faculty members teaching in CAS – tenure and term– are eligible to serve, no matter how long they have been employed at American University.
- No specific ratio of term and tenure line faculty is mandated, but the committee must

include at least one term and one tenure line faculty member.

- 4 committee members are ex-officio, not elected, and represent the Dean's office: Associate Dean of Graduate Studies, Associate Dean of Undergraduate Studies, Director of Graduate Academic Programs (or equivalent), and Undergraduate Programs Manager (or equivalent).
- 6 faculty members will be elected from CAS faculty, with *at least* one member from each of the following disciplinary areas: Arts, Humanities, Social Sciences, and the Natural Sciences and Mathematics.
- The term of service is up to 3 years. A member may run by election for additional terms. Member terms will be staggered such that different cohorts will serve alongside one another.
- Any short-term vacancies on the committee between elections may be filled on an ad-hoc basis at the discretion of the Dean, and by appointment by the Associate Dean of Graduate Studies, until the next election.
- The committee members will choose amongst them a chair, who will serve for 1 year in that capacity and whose service as chair is renewable each year.
- A majority of the committee may, at any time, recommend to the Associate Deans of Undergraduate and Graduate Studies the removal of a member.

### 5.3: Meetings

- Each official meeting of the EPC must include the ex-officio members, and typically the committee meets monthly, with at least two meetings required per semester.
- For official meetings, the EPC must meet as a committee with a majority of members present for deliberations and voting.
- The ex-officio members can request additional meetings of the committee.
- It is expected that all members make every possible effort to attend all official meetings.
- The Director of Graduate Academic Programs (or equivalent), and Undergraduate Programs Manager (or equivalent) shall set the agenda of each meeting.

## Article 6: Research Committee (RC)

### 6.1: Function

The Associate Dean of Research and Associate Dean of Graduate Studies oversee the RC. The committee reviews faculty research proposals involving CAS funding, including externally supported funds for CAS, and graduate student research proposals.

- All members of the committee collectively select proposals to support.
- For graduate student research, the committee seeks input from department chairs in ranking student proposals.
- The committee has the right to approve partial support or full support for winning proposals, subject to availability of funds.
- Decisions of the committee are final and are communicated by the Associate Dean of Research or Associate Dean of Graduate Studies, depending on constituent.
- The committee's work should support CAS strategic goals that pertain to scholarship, research, and faculty and student advancement in these areas.
- It may advise the deans, upon request, on grants, scholarship, research resources and

systems, or other matters pertaining to research in the College.

## 6.2: Membership

- Membership is by election only. Elections will be held each spring semester. Faculty may nominate themselves or other faculty members. The Associate Dean of Graduate Studies manages and oversees the elections to the committee.
- Full time faculty members – tenure line and term line – are eligible to serve.
- No specific ratio of term and tenure line faculty is mandated, but the committee must include at least one term and one tenure line faculty member.
- 2 committee members are ex-officio, not elected, and represent the Dean’s office: Associate Dean of Graduate Studies and Associate Dean of Research.
- 6 faculty members will be elected from CAS faculty, with *at least* one member from each of the following disciplinary areas: Arts, Humanities, Social Sciences, and the Natural Sciences and Mathematics.
- The term of service is up to 3 years. A member may run by election for additional terms. Member terms will be staggered such that different cohorts will serve alongside one another.
- Any short-term vacancies on the committee between elections may be filled on an ad-hoc basis at the discretion of the Dean, and by appointment by the Associate Dean of Graduate Studies, until the next election.
- A majority of the committee may, at any time, recommend to the Associate Deans of Research and Graduate Studies the removal of a member.

## 6.3: Meetings

- Each official meeting of the RC must include the ex-officio members, and there should be at least one official meeting per semester.
- For official meetings, the RC must meet as a committee with a majority of members present for deliberations and voting.
- The ex-officio members can request additional meetings of the committee.
- It is expected that all members make every possible effort to attend all official meetings.
- The committee must meet and deliberate in a timely manner to give responses to faculty and students.
- The Associate Deans of Research and Graduate Studies in consultation with the RC chair shall set the agenda of each meeting.

## Article 7: Undergraduate Student Advisory Council (SAC)

### 7.1: Function

The SAC reports to the Associate Dean of Undergraduate Students, represents the undergraduate student body of the College, and acts as a liaison between CAS students and the Dean’s Office.

- The SAC will support efforts that improve student experience and engagement. It shall advocate on behalf of undergraduate student needs as appropriate and feasible.
- It will provide feedback on CAS teaching, student experiences, and ancillary programs that impact undergraduate students.

- It may advise the deans, upon request, on curricula, new educational initiatives, student research proposals, events for students, retention efforts, or other matters pertaining to undergraduate students in the College.
- It will communicate to other CAS students the mission and vision of the College and help promote College events and initiatives.

## 7.2: Membership

- Membership is by application, and submission of applications will be each fall semester. Applications are to be submitted to the College Dean's Office following a public call for applications at the beginning of the semester.
- Students who are intended or declared majors in the College of Arts and Sciences are eligible to serve, no matter how long they have been matriculated or a major.
- The College deans select membership based on a variety of criteria that ensure diversity and inclusion of student voices. The council members should reflect diversity, for example, in major, academic year, identities, and backgrounds.
- There are 2 ex-officio representatives on the SAC from the Dean's Office: Associate Dean of Undergraduate Studies and College Dean.
- There is no set number of members for the SAC, as it depends on student populations and representativeness. However, the committee will typically be between 15 and 30 members.
- There are no term limits for student members on the SAC.
- The deans will choose a chair and vice chair who will serve for 1 year in that capacity. It is assumed that the vice chair one year will become the chair the following year.

## 7.3: Meetings

- Each official meeting of the SAC must include at least one ex-officio member, and there should be at least two official meetings per semester.
- The ex-officio members can request additional meetings of the committee.
- It is expected that all members make every possible effort to attend all official meetings.
- The SAC chair in consultation with the Associate Dean of Undergraduate Studies or College Dean shall set the agenda of each meeting.

## **Article 8: Amendments to By-Laws**

Amendments can be proposed by any member of a current committee, submitted in writing to the respective committee. Revisions must be adopted by a majority of all the members on the standing committee, provided that members have been given at least 30 days to review proposed amendments. Once a committee discusses and votes on any revisions, revisions should be submitted by a committee chair to the Dean of the College of Arts and Sciences for consideration. Once approved by the Dean and Dean's Office, the draft revisions must be shared with all faculty and/or student constituents of the College, depending on area of bylaws revision and which audience is affected, during an open feedback cycle of 30 days.