

BY-LAWS OF THE COLLEGE OF ARTS AND SCIENCES

CREIGHTON UNIVERSITY

Adopted April 3, 2003
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PREAMBLE

These By-Laws are promulgated to facilitate orderly processes and structures by which faculty members and students can participate in the governance of the College of Arts and Sciences (hereafter, “the College”). These structures include: (a) the Creighton College of Arts and Sciences Faculty Senate, which shall serve as the “executive committee” of the College (as required by University Statutes regarding Academic Administrative Units), and (b) standing College committees as deemed necessary.

These By-Laws conform with the requirements of the latest edition of the University Statutes (see Appendix A) and with the University’s *Handbook for Faculty*. Where any conflict shall arise between these By-Laws and provisions of either of those documents, the University document(s) shall prevail.

ARTICLE I

Definition of Faculty

“The Faculty” of the College shall be defined as all persons who teach courses and/or conduct research within the College.

“The Regular Faculty” shall be defined as all persons who hold Teaching-Research appointments to the University Faculty (as defined in the relevant sections of the University’s *Handbook for Faculty*; this definition excludes those designated as Resident Faculty, Adjunct Faculty, Special Faculty, Visiting Faculty, Emeritus Faculty and University Professors) and whose sole or primary appointment is in one of the College departments or programs.

ARTICLE II

Faculty Governance

The participation and assistance of the Faculty in the governance of the College shall be carried out primarily through the Creighton College of Arts and Sciences Faculty Senate (hereafter, “the Faculty Senate”).

Meetings of the entire Faculty of the College may be called from time to time by the Dean and/or the Faculty Senate. The Dean or the Dean’s designee shall preside at such meetings.

ARTICLE III

Faculty Senate—Membership

The Faculty Senate shall consist of an equal number of ex-officio and elected members. Ex-officio members shall be the President and Provost of the University, the Chairs of all departments in the College, the Director of the Honors Program, the Director of the CCAS Core Curriculum, the Dean, and all Associate and Assistant Deans. Elected members shall be elected by the Regular Faculty. To be eligible for selection as an elected member, a person must be a member of the Regular Faculty and be in at least the second semester of full-time service at the time that elections are held. Two student representatives shall be chosen by the College of Arts and Sciences Student Senate.

Voting privileges in the Faculty Senate are held by elected members, department chairs, and the Director of the Honors Program. Voting members must have a full-time faculty appointment, and be serving as such, in the current year. All members of the Faculty Senate shall endeavor to ensure that they do not have classes meeting during the regularly scheduled times of the Faculty Senate. In the event that any elected member, department chair, or the Director of the Honors program is unable to attend a meeting of the body, that person may send another faculty member as a proxy, with the provision that the Secretary of the Faculty Senate has been notified prior to the meeting. All proxies shall have full voting privileges and shall indicate on the attendance roster their presence and the person for whom they are serving as proxy. The President shall notify any member who has been absent and has not sent a voting proxy of such absence.

Elected members shall serve terms of three years each, one third of their number being elected each year. Elected members will be selected based on a divisional structure in order to ensure that, at a minimum, there are at least four elected members from each division of the College on the Faculty Senate every year. The election of divisional and at-large members shall occur during the spring semester and shall be the responsibility of the Office of the Dean. All members of the Regular Faculty shall be eligible to vote. Elections may be held either electronically or using a paper ballot, with at least ten working days allowed for Faculty to cast ballots. Ballots shall be submitted to, and counted by, the Office of the Dean, which shall report the results to the President of the Faculty Senate (see Article VI), who shall in turn inform the Faculty. Questions of policy and disputes regarding elections to the Faculty Senate shall be resolved by the Steering Committee of the Faculty Senate (see Article V).

Elected members shall be eligible for no more than three consecutive terms, after which they shall be ineligible for election for one year. Vacant seats on the Faculty Senate shall be filled in order from those who received the most votes in the most recent election with divisional seats being filled first (as needed) and then at-large seats being filled, ties being decided by the toss of a coin.

ARTICLE IV

Faculty Senate—Responsibilities

Substantive matters of policy within the College shall be brought to the Faculty Senate for deliberation and, where appropriate, a formal recommendation to the Dean. The sole exception shall be matters pertaining to the appointment, tenuring, promotion and termination of faculty members, which shall be handled directly by the Dean acting with the College Committee on Rank and Tenure (as required by the *Handbook for Faculty*).

ARTICLE V

Faculty Senate—Steering Committee —Membership

The Faculty Senate shall be led by a Steering Committee (hereafter “the Steering Committee”) that shall include the Dean as an ex-officio voting member, and an elected President and Vice President (see Article VI). In addition, one member from each division shall be elected annually (at the last meeting of the academic year) by the individuals who will constitute the membership of the Faculty Senate during the following academic year. Both continuing members and those newly elected will be eligible for election, and all members with voting privileges are entitled to vote. Department Chairs shall be eligible for election to the Steering Committee on the same basis as elected members of the Faculty Senate.

Elected members of the Steering Committee shall serve for one year. They shall be eligible for re-election to the Steering Committee for as long as they remain members of the Faculty Senate.

ARTICLE VI

Faculty Senate—President and Vice President

Each spring, those individuals who will constitute the voting members of the Faculty Senate during the following academic year (both continuing and newly elected) will elect one of their fellow members with voting privileges to serve as President of the Faculty Senate (hereafter “the Senate President”) and a second to serve as its Vice President. Both continuing members and those newly elected will be eligible for election and entitled to vote.

The Senate President shall ordinarily preside at meetings of the Steering Committee and the Faculty Senate, except when the Dean elects to exercise the Dean’s right to preside as set forth in

the University Statutes. The Vice President shall serve in the absence of the Senate President and shall serve out the remainder of the Senate President's term should the office become vacant.

ARTICLE VII

Faculty Senate—Steering Committee—Responsibilities

The responsibilities of the Steering Committee shall be:

- A. Each spring, after consultation with the College faculty and the Dean, to establish the committee structure for the coming year, and to appoint members to the committees of the Faculty Senate from the membership of the Senate and, as needed, from other Faculty of the College who volunteer to serve, in conformity with the provisions of Article IX of these By-Laws. The expressed preferences of faculty members shall be among the criteria used by the Steering Committee in making these appointments. Divisional balance, relevant experience and skills, diversity and other matters the Board deems important shall also be taken into consideration. The Board shall also establish the number of students appropriate for Committees, where such student members are appropriate. Such students as are chosen for membership shall have voting rights on these Committees.
- B. Each spring to select committee conveners from among the members of the committees. Conveners shall be responsible for calling the initial meetings of their committees at which the members shall elect a chair from among their number (see Article IX).
- C. Each spring, in consultation with the Dean, to outline the coming year's agenda for the Senate.
- D. After consultation with the committee chairs and with the Dean, to set the agenda for each meeting of the Faculty Senate.
- E. To make available to all Faculty in the College, to members of the Dean's staff, and to the student members of Faculty Senate the agenda for each meeting of the Faculty Senate. The agenda shall be made available at least three days prior to the meeting, and may be published electronically.
- F. In consultation with committee chairs, with the Faculty of the College, and with the Dean, to charge the committees with appropriate tasks.
- G. To fill promptly such vacancies as may arise on the committees or among committee chairs.
- H. To appoint a secretary from within the Steering Committee to provide administrative support in taking and keeping minutes and assist in calling for, recording and maintaining all reports, meeting minutes, and proposed motions from committees. This support will largely be facilitated by posting materials electronically.
- I. To meet on a regular basis to discharge the responsibilities listed above.

[Note: Standing Committees of the College, such as Rank and Tenure, Assessment, and Core Curriculum, are understood to be "committees of the College" rather than of the Faculty Senate, and are not subject to these procedures. See Article X of these By-Laws.]

ARTICLE VIII

Faculty Senate—Proceedings

The Faculty Senate shall meet at least three times each semester on dates announced at the beginning of the semester. Additional meetings may be called by the Dean, by the Senate President acting for the Steering Committee, or by petition of twenty percent of the Faculty Senate membership.

A simple majority of the membership shall constitute a quorum. Meetings shall be open, except when a majority of the members vote to conduct its business in executive session.

The Faculty Senate shall function as a deliberative and consultative body. Reports and announcements requested by the Senate shall be circulated electronically in advance by individuals and committees. Meetings shall follow the agenda published by the Steering Committee, and shall be dedicated to deliberating on issues raised in and by those reports and announcements; to discussing and voting on motions conveyed in those reports; to other matters placed on the agenda by the Steering Committee; and to old and new business at the discretion of the presiding officer.

Every meeting shall open with a call for new business. New business may be dealt with at the discretion of the presiding officer after the rest of the agenda has been completed. Only with the permission of the presiding officer or by a majority vote of the members present may the agenda be suspended and matters of an emergency nature introduced.

Except as specifically provided for in these By-Laws, the latest edition of Robert's Rules of Order shall govern meeting procedures.

ARTICLE IX

Faculty Senate—Committees

The Faculty Senate shall establish committees on the proposal of the Steering Committee.

Each committee shall elect a member of the committee to serve as its chair. Normally, committees shall be chaired by an elected member of the Faculty Senate. This principle may be overridden only by a majority vote of the Steering Committee. Chairs shall serve one-year terms but shall be eligible for re-selection.

A committee may, on the recommendation of the Steering Committee, invite a representative of the Dean's office to sit with the committee to provide information useful to its deliberations and to serve as a liaison. Up to one additional "technical advisor" who is not a member of the Faculty in the College may also be added at the discretion of the Steering Committee. Representatives of the Dean's office and technical advisors shall have a voice on the committee but shall not be eligible to vote.

Individuals who are not members of the Faculty of the College, Dean's office representatives, technical advisors or student representatives may not sit on committees of the Faculty Senate. However, such individuals may be invited to attend selected committee meetings to provide input into committee deliberations.

Committees shall meet on the call of their chairs or on petition of a majority of their members to deliberate on such matters as are referred to them by the Faculty Senate, as well as on matters that are raised by their members and fall within their area of responsibility.

Committees shall promptly submit minutes of all their meetings to the Steering Committee and to the Dean.

No fewer than five days before each scheduled meeting of the Faculty Senate, committees shall convey to the Senate President (i) reports they may have prepared regarding their activities, (ii) general findings on issues charged to them, and (iii) motions they wish the Senate to consider. Any business not conveyed by that deadline will be deferred until the following Senate meeting.

[Note: Standing Committees of the College, such as Rank and Tenure, Assessment, and Core Curriculum, are understood to be "committees of the College" rather than of the Faculty Senate, and are not subject to these procedures. See Article X of these By-Laws.]

ARTICLE X

Standing Committees of the College

There are three standing committees of the College—Rank and Tenure, Assessment, and Core Curriculum—that are not subject to the procedures of Faculty Senate, and instead follow procedures as specified within this Article.

A. College Committee on Rank and Tenure

1. Purpose

The College Committee on Rank and Tenure reviews and makes recommendations regarding all applications for tenure and promotion to the Dean, the University Committee on Rank and Tenure, and the President of the University. The committee may also deliberate on questions relevant to rank and tenure policy, criteria, and processes.

2. Membership

The committee shall consist of seven elected members who shall serve terms of three years at staggered intervals and shall be eligible for re-election. However, the period of continuous service shall not exceed six years. The Dean shall serve as an ex officio non-voting member of the committee.

Committee members shall be members of the Regular Faculty of the College who hold the rank of associate professor or professor and have been tenured for at least one year at the time that elections are held. Officers of Academic Administration (as defined in the *Handbook for Faculty*) are not eligible to serve. Members of the University Committee on Rank and Tenure shall not be eligible to serve simultaneously on the College Committee on Rank and Tenure. No more than one member of the committee may be a member of a single academic department. There shall be at least one member from each of the divisions of the College.

The election of the members of the College Committee on Rank and Tenure shall occur during the spring semester and shall be the responsibility of the Office of the Dean. On the final ballot, there shall be at most twice as many candidates as there are open positions for both at large and divisional seats. All members of the Regular Faculty shall be eligible to vote. Elections may be held either electronically or using a paper ballot, with at least ten working days allowed for faculty members to cast ballots. Tied votes shall be decided by the toss of a coin. Ballots shall be submitted to, and counted by, the Office of the Dean, who shall in turn inform the Faculty of the election results. Questions of policy and disputes regarding elections to the College Committee on Rank and Tenure shall be resolved by the office of the Dean of the College.

In the event of a vacancy on the committee, the Dean shall make an interim appointment from among faculty members who have formerly served on a rank and tenure committee and meet the requirements for membership set forth in the preceding paragraphs. At the next regular election, a faculty member shall be chosen to complete the remaining term, if necessary.

3. Proceedings

The members of the committee shall elect a chair from among those members of the committee who have served at least one year. The chair may designate an acting chair for any meeting.

Meetings shall be called by the chair or when two members of the committee indicate a desire for a meeting. Meetings at which individual rank or tenure cases are reviewed shall be closed to all non-members. Meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order.

It shall be the duty of the chair to organize the business of the committee. The chair shall schedule meetings and prepare an agenda at least three days in advance of meetings. The chair shall report the outcome of votes and prepare statements from the committee with regard to each case under review. The chair shall also report on behalf of the committee to the Faculty Senate as necessary.

Five voting members of the committee shall constitute a quorum.

After individual rank or tenure cases have been reviewed, the committee shall forward its recommendations, together with its vote and a statement of its reasoning, in writing to the Dean. The vote and statement shall be added to the dossier of the candidate. All votes on tenure or promotion shall be by secret ballot. Before submission to the Dean and the University Committee on Rank and Tenure, statements regarding individual cases shall be reviewed by all

members of the committee and are subject to modification by majority vote. Where differences exist among members of the committee, such differences shall be fairly represented in the statement of the committee.

A committee member shall take a leave of absence from the committee for the academic year in which his/her case will be considered. (This vacancy shall be filled under procedures outlined in Section A.2 of this Article.) Members of the committee shall not participate in deliberations involving members of their own academic departments but such absences shall not constitute vacancies. Committee members shall be excused from deliberating in cases where actual or perceived conflicts of interest may exist, but such absences shall also not constitute vacancies. Each candidate whose case comes before the committee shall be allowed one preemptory challenge. Absences due to preemptory challenges shall also not constitute vacancies.

Committee members shall refrain from discussing the cases brought before the committee outside formal committee meetings, except with other committee members or as otherwise duly directed.

B. College Committee on Assessment

1. Purpose

The College Committee on Assessment oversees and administers the Creighton College of Arts & Sciences assessment plan, analyzes assessment data collected according to the plan, and makes appropriate recommendations to the Dean and to the CCAS Faculty Senate for improvement of student learning. The College Committee on Assessment shall have special responsibility for oversight of the assessment of student learning in major programs of study. The College Committee on Assessment shall also coordinate the overall assessment of student learning in the College curriculum with the College Core Curriculum Committee.

2. Membership

The committee shall consist of eight members. Six members shall serve terms of three years at staggered intervals and shall be eligible for re-election. Two members shall be appointed by the Dean (to be chosen from Faculty of the College and/or the Office of the Dean). No more than one member of the committee may be from a single academic department. There shall be at least one member from each of the divisions of the College.

The election of the members of the College Committee on Assessment shall occur during the spring semester and shall be the responsibility of the Office of the Dean. On the final ballot, there shall be at most twice as many candidates as there are open positions for both at large and divisional seats. All members of the Regular Faculty shall be eligible to vote. Elections may be held either electronically or using a paper ballot, with at least ten working days shall be allowed for faculty members to cast ballots. Tied votes shall be decided by the toss of a coin. Ballots shall be submitted to, and counted by, the Office of the Dean, which shall in turn inform the Faculty of the election results.

Questions of policy and disputes regarding elections to the College Committee on Assessment shall be resolved by the Office of the Dean of the College. In the event of a vacancy on the committee, the Office of the Dean of the College shall make an interim appointment that meets the requirements for membership set forth in the preceding paragraphs. At the next regular election, a faculty member shall be chosen to complete the remaining term, if necessary.

3. Proceedings

The members of the committee shall elect a chair, preferably from among those members of the committee who have served at least one year. The chair may designate an acting chair for any meeting.

The Committee on Assessment shall meet on the call of its chair or on petition of a majority of its members. The Committee shall promptly submit minutes of all its to the Dean. No fewer than five days before each scheduled meeting of the Faculty Senate, the Committee shall convey to the Senate President reports it may have prepared regarding its activities and motions that it wishes the Senate to consider. Any business not conveyed by that deadline will be deferred until the following Senate meeting.

C. College Core Curriculum Committee

1. Purpose

The College Core Curriculum Committee shall review proposals to permit courses to satisfy requirements of the College Core Curriculum, review proposals to renew the status of courses within the College Core Curriculum, and oversee the assessment of student learning in the College Core Curriculum as specified in the plan for the current Core Curriculum. The committee shall coordinate the assessment of student learning in the Core Curriculum with the overall assessment of student learning in the College curriculum with the College Committee on Assessment. The committee may also make recommendations to the CCAS Faculty Senate concerning the revision of the current CCAS Core Curriculum in coordination with the University Core Curriculum Committee as specified in the plan for the current CCAS Core Curriculum.

2. Membership

The committee shall consist of seven elected members who shall serve terms of three years at staggered intervals and shall be eligible for re-election. However, the period of continuous service shall not exceed six years. The Director of the CCAS Core Curriculum shall serve as a non-voting, ex officio member of the committee. The Dean may also designate a member of her or his staff to serve as an ex officio non-voting member of the committee.

Committee members shall be members of the Regular Faculty. Officers of Academic Administration (as defined in the *Handbook for Faculty*) are not eligible to serve. Members of the University Core Curriculum Committee shall not be eligible to serve simultaneously on the

College Core Curriculum Committee. No more than one member of the committee may be from a single academic department. There shall be at least one member from each of the divisions of the College.

The election of the members of the College Core Curriculum Committee shall occur during the spring semester and shall be the responsibility of the Office of the Dean. On the final ballot, there shall be at most twice as many candidates as there are open positions for both at large and divisional seats. All members of the Regular Faculty shall be eligible to vote. Elections may be held either electronically or using a paper ballot, with at least ten working days allowed for faculty members to cast ballots. Tied votes shall be decided by the toss of a coin. Ballots shall be submitted to, and counted by, the Office of the Dean, which shall in turn inform the Faculty of the election results. Questions of policy and disputes regarding elections to the College Core Curriculum Committee shall be resolved by the Office of the Dean of the College.

In the event of a vacancy on the committee, the Office of the Dean shall make an interim appointment from among faculty members who have formerly served on a Core Curriculum committee and meet the requirements for membership set forth in the preceding paragraphs. At the next regular election, a faculty member shall be chosen to complete the remainder of the term, if necessary.

3. Proceedings

The members of the committee shall elect a chair from among those regular faculty members of the committee who have served at least one year. The chair may designate an acting chair for any meeting.

Meetings shall be called by the chair no less frequently than monthly during the regular academic year. Meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order.

It shall be the duty of the chair to organize the business of the committee. The chair shall schedule meetings and prepare an agenda at least three days in advance of meetings. The chair of the committee shall report in writing about the decisions of the committee to each regularly scheduled meeting of the Faculty Senate.

Five voting members of the committee shall constitute a quorum.

ARTICLE XI

Academic Departments and Department Faculty

The College functions as a unit in matters of instructional and research activities. The College consists of academic departments, which are not autonomous subdivisions. Matters of curriculum design, academic content, and execution of teaching responsibilities and research activities require the approval of the Dean, acting upon the recommendation of the Faculty of the department concerned. In cases where the Dean believes that the proposed actions have

important ramifications for the College as a whole, the Dean may refer them to an appropriate committee of the Faculty Senate for its counsel.

Within each department, the members of the Regular Faculty shall meet on a regular basis to deliberate and to advise the department chair regarding all department academic and policy matters, exclusive of individual salaries. Decision-making authority rests with the chair. A department may choose to establish standing committees, rather than function as a committee of the whole.

Meetings of the Faculty in a department shall normally be held at least twice each semester during the academic year and upon call of twenty percent of the members of the department Faculty under by-laws established by each department. Any faculty member may place an item on the agenda of department meetings and voting in such meetings shall be secret if this is requested by any department faculty member in attendance. Department meetings are closed unless specifically declared open upon majority vote.

ARTICLE XII

Department Chairs

In addition to the provisions for department chairs contained in the University Statutes, the following shall also pertain to chairs in the College.

Each chair shall be appointed by and responsible to the Dean for administration of her or his department. The manner of selecting a chair shall be determined by the Dean in consultation with the department Faculty. On the occasion of the reappointment of a chair or the selection of a new chair from within a department, the Dean shall solicit the written recommendation of each member of the Regular Faculty in that department.

If a chair is to be selected from outside the College, the Dean or the Dean's designee shall appoint and chair a search committee composed of no more than five nor less than four members. Two members shall be full-time faculty members from the department in which the vacancy exists and one member shall be an undergraduate major in that department. The Dean may appoint as fifth member a full-time faculty member from a department whose work will be significantly affected by the appointee. It shall be the duty of the search committee members from the department to solicit a list of candidates from their colleagues in the department. The committee shall evaluate and interview qualified candidates and rank them in order of preference. This list shall be presented to the Faculty of the department and no appointment shall be made by the Dean until the written comments of the Faculty have been received.

Designation as Interim Chair of a department shall be a temporary appointment and shall normally not extend beyond one year without reconsideration and reappointment. The duties, responsibilities and jurisdiction of chairs and interim chairs shall be the same.

Rarely shall an administrator of the College be appointed a department chair, and then only on an interim basis.

In the exercise of their normal administrative responsibilities, department chairs shall:

- A. Demonstrate leadership in encouraging excellence in teaching, service, and scholarship in their departments.
- B. Exercise immediate supervision over faculty members. In this capacity chairs shall be responsible for recruiting, developing and training faculty members. Chairs shall also make recommendations concerning salary, promotion, tenuring, appointment and termination of faculty members and staff in their departments.
- C. Plan, implement and evaluate department programs, courses and budget.
- D. Secure all property in their departments' possession.
- E. Call and preside at department meetings during the academic year, and prepare or direct the preparation of minutes of all formal meetings to be filed with the Dean.

ARTICLE XIII

Dean

In addition to the provisions for deans contained in the University Statutes, the following shall also pertain to the Dean of the College.

In the case of the initial appointment of a new Dean of the College, the President of the University will proceed according to the provisions of the University Statutes. The faculty members on the Search Committee formed pursuant to the Statutes shall make periodic reports to the Faculty Senate so that the Faculty Senate may provide advice and counsel.

Pursuant to provisions of the University Statutes, a performance review of the Dean shall be conducted once every three years.

ARTICLE XIV

Amendments

These By-Laws may be amended by a two-thirds vote of those present at a meeting of the Faculty Senate. Proposed amendments must be posted on the Faculty Senate website at least two weeks before the meeting at which they are to be considered.