

SETON HALL UNIVERSITY  
COLLEGE OF ARTS & SCIENCES  
BY-LAWS FOR THE GOVERNANCE OF THE FACULTY OF THE COLLEGE OF ARTS &  
SCIENCES

**SECTION I: MEMBERSHIP**

For the purposes of determining who is a member of the College faculty meeting, who can serve on a faculty committee or as an office-holder of the College faculty, and who can vote in a College election, membership in the Faculty of the College of Arts and Sciences shall consist of those holding probationary and tenured appointments in the unqualified ranks of Instructor, Assistant Professor, Associate Professor and Professor, and Faculty Associate, as well as those holding term appointments with unqualified rank, but does not include those faculty who hold administrative positions at the associate or assistant dean level or above.

**SECTION II: DUTIES AND POWERS**

The Faculty shall have jurisdiction over academic matters pertaining to the College of Arts and Sciences. The Faculty may also consider other University matters.

**SECTION III: FACULTY OFFICERS**

**Article 1:** A Chairperson Pro Tem and a Secretary of the Faculty shall be elected from the Faculty for a term of one year. These two officers may not be from the same department. The Chairperson Pro Tem of the College of Arts and Science faculty must hold a tenured appointment with unrestricted contracts or be a senior faculty associate.

**Article 2:** The duties of the Chairperson Pro Tem shall be:

- A. To preside over meetings of the Faculty when the Dean relinquishes the chair.
- B. To prepare and distribute to the Faculty a list of all the members of the Faculty of the College eligible to vote.
- C. To appoint a Parliamentarian.
- D. To undertake such other duties as specified by the Faculty.

**Article 3:** The duties of the Secretary of the Faculty shall be:

- A. To prepare and send out to the Faculty the agenda compiled by the Executive Committee for meetings of the Faculty.
- B. To keep a book of the minutes of the proceedings of meetings, which shall include a record of those present and those absent.
- C. To send promptly after each meeting to the Dean and to each member of the Faculty a copy of the provisional minutes of the meeting. The Secretary may also be required to send a second copy of the minutes to the Dean and Faculty if the approved minutes differ substantially from the provisional minutes.
- D. To send copies of the approved minutes to the appropriate University administrators.
- E. To conduct such correspondence as may be necessary for transmitting any action taken by the Faculty or for informing the Faculty of any business pertinent to an announced meeting.
- F. To undertake such other duties as specified by the Faculty or the Executive Committee of the College.

## SECTION IV: COMMITTEES

**Article 1:** There shall be the following standing Committees: Executive Committee, By-Laws Committee, Educational Policy Committee, Nominations and Elections Committee, College Planning Committee, Human Rights and Dignity, Rank and Tenure Committee, and Arts and Science Core Committee.

**Article 2:** All standing Committees will develop their own By-Laws (cf. FG. 11.1) The By-Laws from each standing Committee must be presented to the College By-Laws Committee for its approval and recommendation to the Faculty. All officers and committee chairs are required, at the end of their terms or as soon as thereafter possible, to deliver to the succeeding chair the list of duties of the office as well as any files relating to their committee.

**Article 3: Executive Committee**

A. The Committee shall consist of the Dean of the College, the Chairperson Pro Tem of the Faculty, the Secretary of the Faculty, and the chairpersons of the other standing Committees. Its meeting shall be called, and presided over, by the Chairperson Pro Tem of the Faculty.

B. The Committee shall compile the agenda for meetings of the Faculty, shall maintain a liaison with the other standing Committees, and shall receive all Committee reports.

**Article 4: By-Laws Committee**

A. It shall be the function of the Committee to consider and report to the Faculty on any proposed changes in the By-Laws.

B. The Committee shall consist of five members of the Faculty, elected for two year terms by secret mail or secret electronic ballot, three to be elected in odd-numbered years, and two in even-numbered years. No two members may be from the same department.

C. The Committee shall receive from the other standing Committees of the College their By-Laws for its consideration and recommendation to the Faculty.

D. It shall be an ongoing function of the Committee to review and supervise these By-Laws in operation, and to propose to the Faculty any changes it deems necessary to adjust or update them.

E. It shall be the responsibility of this committee to present an updated copy of the By-Laws, which includes any amendments approved by the CAS Faculty to the Chairperson Pro Tem and the Secretary of the Faculty.

**Article 5: Educational Policy Committee**

A. The Committee shall be responsible, within guidelines established by the University, for recommending academic policy to the Faculty of the College of Arts and Sciences. Such policy shall include, but not be limited to, the College core and departmental or interdepartmental programs, minors and majors. (FG 11.2.a.2)

B. The Committee shall consist of nine members of the Faculty, at least six senior faculty members (full professor, associate professor, or senior faculty associate) and no more than three junior (tenure-track) faculty members, three of these members to be elected each year for three-year terms. No more than two members of the Committee may be from the same department.

C. A standing invitation exists for two Arts & Sciences students, duly elected as representatives by their fellow students, to participate in Educational Policy Committee discussions and meetings in an ad hoc/advisory capacity. If the need arises for Executive Session, the meeting will be closed to all but duly elected Educational Policy Committee faculty members.

D. The Educational Policy Committee shall submit to the Faculty its recommendations for new courses and programs which need approval of the Faculty.

E. Departmental proposals to the Educational Policy Committee shall be submitted in accordance with the procedures and dates established by the Committee.

F. Proposals for new core curriculum courses, alterations in specifically required core courses, and new departmental or interdepartmental programs, minors and majors must be approved by both the Educational Policy Committee and the Faculty. Modifications of existing programs and majors should be considered as approved by the faculty if approved unanimously by the Educational Policy Committee.

G. New non-core courses, unanimously approved by the Educational Policy Committee, shall be considered as approved by the Faculty of the College.

#### **Article 6: Nominations and Elections Committee**

A. The Committee shall function for the purposes of elections of Faculty to appropriate University committees, institutions or agencies, the Faculty Senate, as well as to offices and committees of the College. (FG 11.2.A.1)

B. The Committee shall consist of five members of the Faculty elected for two-year terms by secret mail or secret electronic ballot, three in odd-numbered years, two in even-numbered years. No two members of the Committee may be from the same department.

C. The Committee will appoint individual members to supervise each election of departmental chairpersons. This representative of the Committee cannot be from the same department whose election he/she is supervising.

D. The Committee shall prepare and count ballots for all elections and referendums authorized by these By-Laws or by the Faculty, and as soon as possible inform the Faculty of the results. If an electronic balloting instrument is used, the committee shall supervise the operation of the instrument to ensure confidentiality of the vote and validity of the counting of the votes.

E. The Election Committee is obligated to certify the membership of all committees and the College of Arts & Sciences delegation to the Faculty Senate, identify alternates, and where necessary immediately call for college elections if committees and/or the College of Arts & Sciences delegation to the Faculty Senate do/does not have the required number of members or alternates called for in the By-Laws. The Election Committee will, by February 1, remind all committee chairs that they must inform the Election Committee of those positions that will need to be filled. This list should include those who have resigned or are unable to serve due to sabbatical leave or other commitments. This list should be updated at the beginning of the academic year. The Election Committee will notify those elected immediately after elections are concluded, and also issue reminders at the beginning of the academic year.

#### **Article 7: Rank and Tenure Committee**

A. The Committee shall consider all Faculty applications for promotion and tenure within the College, as well as Faculty status matters.

B. Membership

1. The Committee is composed of nine members, six of whom hold the rank of Professor and three of whom hold the rank of Associate Professor.
2. The term of office of the members is three years. Two Professors and one Associate Professor retire each year. No member may succeed himself/herself in a term of office on the Committee.
3. Faculty members holding qualified rank, or administrators, other than chairpersons of departments, are not eligible to become members of the Committee.
4. Any current committee member who applies for promotion must resign his or her position on the Rank and Tenure Committee.

C. Elections

1. The members of the Committee are elected by members of the Faculty holding unqualified rank, according to procedures specified by the Nominations and Elections Committee.
2. The Nominations and Elections Committee shall distribute to the Faculty of the College a list of Professor and Associate Professors who are eligible for election that year according to the procedures of the Nomination and Elections Committee.

D. Vacancies

1. In the event a vacancy shall occur, the person with the next highest vote in the appropriate category in the immediately preceding election shall serve the remainder of that person's term. If the Faculty member so designated is unable or ineligible to serve, then the Faculty member below him/her shall serve. This selection process shall continue until one is chosen to serve for the remainder of the term. If no one is able or eligible to serve, a special election shall be held to fill the vacancy.
2. In the case of promotion to professor of a member elected while an Associate Professor, the person so promoted becomes ineligible to serve. A replacement Associate Professor shall be chosen in accord with the procedure outlined above (D.1).

E. Duties and Functions of the Committee

1. The Committee shall elect one of its members as a Chairperson each year. The Chairperson must be a professor in rank. He/she is responsible for calling and conducting meetings of the Committee. The Chairperson is a voting member of the Committee.
2. The Chairperson shall receive and distribute to the members of the Committee written materials pertaining to the granting of tenure and to the appointment to the rank of Associate Professor and Professor of those persons recommended to it. Upon receiving said materials, the Committee proceeds to its own recommendations using in its deliberations any resources it deems necessary. The Faculty member being evaluated shall be advised by the Chairperson in writing of his/her right to appear before the Committee before deliberation on his/her application to answer questions and to present his/her case.

3. Only the six Professors on the Committee shall deliberate and vote on the promotion of an Associate Professor to Professor.
4. In all other matters pertaining to rank and tenure (including the hiring of an Associate or Full Professor with tenure and the granting of tenure to an Associate Professor and Professor) the entire Committee shall hold deliberations and shall vote.
5. The Committee's decision is by a majority of those voting. All eligible Committee members shall vote either positively or negatively on each applicant, indicating in writing the reasons for their vote.
6. The result of the vote, including the written reasons and recommendations of the Committee are to be sent to the Vice-President for Academic Affairs. Additional copies are to be sent to the Dean, and the department Chairperson, and the applicant. The Committee shall submit its recommendations on or before December 15.

F. Appeal of decisions

In every case of promotion or tenure recommendation the Faculty member has the right of appeal or reconsideration in accordance with the procedures specified in the Faculty Guide (14.2).

**Article 8: College Planning Committee**

- A. The Committee shall be responsible, within guidelines established by the University, for recommendations concerning all matters presented to it.
  1. By the Dean, the faculty as a body, individual departments, or other academic units.
  2. Concerning planning for the faculty for new or modified programs requiring resources, e.g., space utilization, facilities, equipment, assessment, and such other concerns as the Dean, the faculty, or individual departments or units shall deem within its purview.
- B. The Committee shall consist of nine members of the faculty, three elected each year for three-year terms. No two members of the committee may be from the same department.
- C. Departmental and program proposals to the Committee shall be submitted in accordance with the procedures and dates established by the Committee and in accordance with guidelines approved by the Faculty and on a calendar consistent with the University planning process or Committee recommendations.
- D. The committee shall develop for approval by the Faculty a consistent planning instrument for departments.
- E. The committee shall consult, where appropriate, with other bodies whose functions intersect with its own (e.g., University Planning Committee, Space Committee, EPC).
- F. Proposals recommended by the Faculty shall be forwarded by the Chair Pro Tem to the Dean of the College and to the Faculty Senate for review and recommendation to the Provost for implementation.

**Article 9: Human Rights and Dignity Committee**

- A. The Committee shall consider all issues involving human rights and dignity of all members of the College of Arts and Sciences and make recommendations to the Faculty.

B. The Committee shall consist of nine (9) members of the Faculty elected for two year terms.

**Article 10: Arts and Science Core Curriculum Committee**

A. The Committee shall be responsible, within guidelines established by the University, for making recommendations to the Faculty of the College of Arts and Sciences on matters relating to the college core curricula (FG 12.5.1).

B. The Committee shall consist of nine members of the Faculty, at least six senior faculty members (full professor, associate professor, or senior faculty associate) and no more than three junior (tenure-track) faculty members, three of these members to be elected each year for three-year terms, after the initial election to staggered terms. No more than two members of the Committee may be from the same department. The committee shall consist of three members (two senior and one junior) each from the sciences, the social sciences and the humanities.

C. A standing invitation exists for two Arts & Sciences students, duly elected as representatives by their fellow students, to participate in Arts & Sciences Core Curriculum Committee discussions and meetings in an ad hoc/advisory capacity. If the need arises for Executive Session, the meeting will be closed to all but duly elected General Education Committee faculty members.

**Article 11:** Each Committee will be responsible for transmitting to the Executive Committee a written report of its activities at least two weeks before the regular meetings of the Faculty.

**Article 12:** The Faculty may establish other committees as necessary and desirable. At the time a committee is established, the duties and powers of the committee, and the method of selection of its members, will be specified by the Faculty.

**Article 13:** That member continuing his/her term on the standing Committee, whose name is alphabetically first, shall convene a meeting of his/her Committee within the first two weeks of the fall semester. He/she shall conduct the election of the Chairperson of the Committee at this meeting, and shall inform the Dean and Chairperson Pro Tem, in writing, of the Chairperson's name.

**Article 14: Vacancies**

In addition to the regular membership of the By-Laws Committee, the Educational Policy Committee, the Nominations and Elections Committee, the Rank and Tenure Committee, the College Planning Committee, and the Arts & Sciences delegation to the Faculty Senate, there shall be the following number of alternates elected to one-year terms for each committee or delegation to the Faculty Senate: 2 for By-Laws, 3 for Educational Policy, 2 for Nominations and Elections, 3 for Rank and Tenure (2 of whom shall be Full

Professors, 1 of whom shall be an Associate Professor), 3 for College Planning, and whatever number of alternates is provided for in the By-Laws of the Faculty Senate for the Faculty Senate. Unless stated otherwise in the committee's by-laws, in the event that a regular member of the aforementioned committees or Faculty Senate delegation is unable to participate in the activities of that committee or the Faculty Senate, the alternate with the higher or highest vote tally shall take that position for the length of the regular member or Senator's absence, provided that the alternate is eligible to serve under the restrictions for membership laid out in these By-Laws, but only for a maximum of that alternate's term of office. If the higher or highest vote tally recipient is unable to fill that vacancy or ineligible, then the next highest is to take the vacant seat, etc. If in the course of a year the supply of alternates is exhausted, then the Nominations and Elections Committee shall conduct a special election, consistent with the provisions of these By-Laws, for an appropriate number of alternates to serve out that year's term as soon as it is feasible to do so.

#### SECTION V: COLLEGE OF ARTS & SCIENCES FACULTY'S MEETINGS

**Article 1:** A Regular Meeting of the Faculty will be held twice each semester, and there shall be at least four weeks between subsequent meetings. The exact dates and times shall be announced by the Dean at the beginning of the academic year.

**Article 2:** A Special Meeting of the Faculty may be called by the Dean. The Dean shall also call a Special Meeting of the Faculty on the written request of twenty members of the Faculty. Only the item or items of business for which the Special Meeting was called, as set forth in the formal notice and agenda sent to the Faculty, may be considered.

**Article 3:** All members of the Faculty shall have the opportunity to be present at all Regular and Special Meetings of the Faculty.

**Article 4:** Those holding non-full-time term appointments may attend meetings of the Faculty and may participate in the discussions.

**Article 5:** Members of the Students' Advisory Council to the Dean are invited to attend meetings of the Faculty and to participate in the discussions.

**Article 6:** Members of the University community and others may be invited by the Faculty or Dean to attend meetings and may take part in the discussions.

**Article 7:** The Faculty reserves the right, by two-thirds vote of those present, to close a meeting or portion thereof, limiting attendance to members of the Faculty, as defined in Section 1.

**Article 8:**

- A. Fifty percent of the Faculty shall constitute a quorum. The number on which the calculation of fifty percent shall be based shall exclude members of the Faculty on leave in any given semester and those excused by the chair pro tem in advance of any given meeting.

- B. Business that remains unfinished in one session shall be taken up, just where it was interrupted, under Old Business at the next session, even if that session shall be in the next academic year.

**Article 9: The Parliamentarian**

- A. The Parliamentarian shall be appointed annually by the Chairperson of the Faculty.
- B. The duties of the Parliamentarian will be the same as those specified in Robert's Rules of Order.

**Article 10: The order of business at all meetings shall be:**

- A. Announcements by the Dean
- B. Approval of minutes of previous meeting.
- C. Communications
- D. Reports of Standing Committees
- E. Reports of other Committees
- F. Old Business
- G. New Business
- H. Adjournment

**Article 11: Conduct**

- A. The meeting will be conducted in accordance with the current edition of Robert's Rules of Order, except as modified by the By-Laws.
- B. When the motion before the house is the adoption of a new core curriculum (by whatever term designated), amendments to the proposal are not in order and, if a vote is taken, it must be on the proposal as submitted. This does not preclude the subsequent submission, at another meeting and with proper notice, of an amended proposal, which likewise must be voted on, if at all, as submitted.

**Article 12: Voting**

- A. Each member of the Faculty is entitled to one vote.
- B. The Chairperson Pro Tem, who is the presiding officer at meetings of the Faculty, may vote only in case of a tie.
- C. No proxies of any kind will be allowed.
- D. A mail or electronic ballot on a resolution may be specified by two-thirds majority of the members of the Faculty present and voting at a meeting. The voting shall be conducted, and the ballots counted, by the Nominations and Elections Committee.

**Article 13: Agenda**

- A. The Executive Committee shall receive from the Faculty items for the agenda.
  - 1. The Secretary of the Faculty will advise members of the faculty of the deadline for the submission of agenda items and will mail, using campus mail or electronic mail, the agenda for each meeting to the faculty.
  - 2. Items for the agenda must be clearly stated, and, whenever possible, motions to be made should be included as part of the agenda.



3. For the information of the Faculty, supporting documentation should be included with an agenda item requiring action by the Faculty.
- B. The agenda for Regular Meetings of the Faculty must be distributed through the campus mail service or electronic mail to members of the Faculty no fewer than five academic days prior to the meeting.
- C. The agenda for Special Meetings will all be distributed through the campus mail service or electronic mail to members of the Faculty no less than five academic days prior to the meeting.
- D. The agenda of a meeting may be set-aside only by the unanimous consent of all members present at a meeting.
- E. The order of the agenda of a meeting may be changed by a majority vote of the members present.

## SECTION VI: ELECTIONS

### **Article 1: Nominations**

- A. Nominations for Chairperson Pro Tem, Secretary of the Faculty, and other elective office of the Faculty of the College, shall be made by the Nominations and Elections Committee.
- B. The Nominations and Elections Committee will distribute its report on nominations for offices with the agenda for the third Regular Meeting of the academic year.
- C. Nominations for offices may also be made by petition of at least ten members of the Faculty. Such petitions must be submitted to the Nominations and Elections Committee within ten academic days following the third Regular Meeting of the Faculty of the academic year.
- D. The elected officers of the Faculty cannot be nominated to succeed themselves.
- E. The departments to which these officers belong cannot be represented in any elective office of the Faculty during the next academic year.
- F. Each department of the College may nominate one of its members for each Committee. Such nominations are to be submitted to the Nominations and Elections Committee within ten academic days following the third Regular Meeting of the Faculty of the academic year.
- G. Each member of a Committee must be from a different department of the College.

### **Article 2: Elections**

- A. The elections shall be by either secret mail ballot or secret electronic ballot.
  1. The ballot will be prepared by the Nominations and Elections Committee and distributed to all members of the Faculty.
  2. Ballots are to be returned to, and counted by, the Nominations and Elections Committee in time for announcement of the results at the final Regular Meeting of the Faculty of the academic year.
- B. In order to avoid conflict with respect to the election of the Chairperson Pro Tem and the Secretary of the Faculty from the same department, the counting of ballots for the Chairperson Pro Tem will take place first, and the counting of ballots for Secretary will take place second.
- C. A plurality of valid ballots cast shall be required for election as Chairperson Pro Tem.

D. In the election of Secretary of the Faculty, the person with the highest number of votes and not from the same department as the Chairperson Pro Tem-elect, will be the Secretary of the Faculty-elect.

E. Election of Committee members shall be by plurality vote.

F. All ties shall be decided by lot.

G. All elected officers and members of Committees shall take office at midnight preceding the Commencement exercises of the University.

H. Should an office become vacant, the Faculty, at its next Regular Meeting, will elect a replacement by secret mail ballot or secret electronic ballot. A plurality of the valid ballots cast will determine the winner of the election.

#### SECTION VII: AMENDMENTS

These By-Laws may be amended, added to, or repealed, by a two-thirds vote of the Faculty members present at any duly constituted meeting, provided written notice of the proposed amendment(s) has been sent by the Secretary of the Faculty and the Executive Committee to each member of the Faculty with the agenda for the - meeting, and provided that no-such changes are contrary to the University Statutes, the Faculty Guide, or similar documents.

Adopted: April 29, 1983

Last Updated: February, 2010