

**Amended at Faculty Meeting
April 25, 2019**

Bylaws of the College of Liberal Arts and Sciences

I. Mission of the College and Purpose of the Bylaws

A. College Mission

We affirm the centrality of an engaged education in the liberal arts and sciences to the mission of Bradley University and to an open, vibrant society. We are a community that seeks insight into the self, society, and the natural world with courage, humility, and open minds and hearts. We empower students to be capable, imaginative, responsible, and compassionate individuals who embrace the challenges of the twenty-first century.

We cultivate in ourselves and foster in others:

- advanced analytical, computational, and communication skills
- historically informed and comparative insights into diverse societies
- in-depth understanding of the natural world through scientific methods
- habits and methods of ethical thinking applied across disciplines and life experiences
- reflective approaches to the human condition in all its complexity
- intellectual curiosity and enthusiasm to enable lifelong learning
- knowledgeable and engaged citizenship across communities from the local to the global
- steadfast commitment to the democratic ideals of freedom, justice, civility, and equality

B. Purpose of Bylaws

The purpose of these bylaws is to promote the orderly conduct of the business of the College. These bylaws supplement Faculty Handbook procedures. If they conflict with the procedures, the procedures shall prevail. The bylaws of the Departments shall be consistent with those of the College.

II. Faculty Members and Their Rights within the College

For purposes of shared governance, the term “Faculty” used throughout this document refers to faculty holding professorial rank, Lecturers, and instructional staff. Their governance rights within the College are as follows:

- Full-time faculty (including Lecturers) holding tenure-track positions, full-time instructional staff, and full-time administrative faculty have the

following rights: nominating and serving on college committees; voting, making motions, and speaking at college meetings.

- All others (e.g., emeritus faculty, full-time temporary faculty, part-time faculty) have the following rights: nominating and serving on college committees and speaking at college meetings.

III. **Officers/Administration**

The Dean is the chief administrative officer of the college. The Associate Dean of the College, the Associate Dean of Engaged Learning, and the Associate Dean of Undergraduate Studies shall be selected by the Dean from among the faculty of the College, in consultation with the Executive Committee of the College. The selection process shall be initiated by the Dean by calling for nominations from the faculty.

IV. **Faculty Meetings**

- A. The Dean of the College shall serve as Chairperson of faculty meetings.
- B. A Vice Chairperson shall be elected from the members of the faculty and shall, at the request of the Dean, preside at faculty meetings.
- C. A recorder for faculty meetings shall be provided by the office of the Dean. A record of any meeting shall be distributed to the faculty no later than one week following such meeting.
- D. Faculty meetings shall be conducted according to Robert's RULES OF ORDER, Newly Revised.
- E. Quorum

Twenty five percent (25%) of the faculty shall constitute a quorum for any faculty meeting.
- F. Meetings

Faculty meetings shall be held on call of the Chairperson, or of the Agenda Committee, or on petition of not less than ten percent (10%) of the faculty.
- G. Agenda
 1. The agenda of each meeting, excepting emergency meetings, shall be sent by the Agenda Committee to each faculty member one week in advance of the meeting.

2. The faculty meeting may consider only those items on the agenda except under a suspension of the rules.

V. Committees

- A. For the purpose of electing members to committees, departments within the College are organized into the following groups:

Group A – Humanities

English
History
Philosophy and Religious Studies
World Languages and Cultures

Group B – Social Sciences

International Studies
Political Science
Psychology
Sociology, Criminology, and Social Work

Group C – Sciences and Mathematics

Biology
Chemistry and Biochemistry
Computer Science and Information Systems
Mathematics
Physics

- B. Directly elected standing committees of the College shall be:

Agenda Committee
Curriculum Committee
Elections Committee
Mission and Values Committee
Sabbatical Leave Committee
Sherry Committee
Strategic Planning Committee

1. Agenda Committee

- a. The functions of the Agenda Committee shall be to prepare the agenda which is to be presented for action at each faculty meeting.
- b. The members of the Agenda Committee shall consist of the Chairperson of faculty meetings who shall serve as

Chairperson of the Committee, the Vice Chairperson of faculty meetings, plus three other members, one to be elected from and by each of the groups in the College.

- c. The elections of members of the Committee shall be conducted as directed by the Elections Committee.

2. Curriculum Committee

- a. The functions of the Curriculum Committee shall be to approve or disapprove any additions, deletions, or modifications of programs and courses within the College.
- b. The Curriculum Committee shall consist of four members: one member elected from and by each of the groups in the College, and the Assistant Dean of Undergraduate Studies.
- c. The Committee shall select its own chairperson and establish its own internal rules of procedure.
- d. The elections of members of the Committee shall be conducted as directed by the Elections Committee.

3. Elections Committee

- a. The functions of the Elections Committee shall be to:
 - 1. conduct elections for the Vice Chairperson of faculty meetings;
 - 2. conduct elections for members of the standing committees of the College and all University committees requiring elected representation.
 - 3. conduct elections for members of any elective College ad hoc committees;
- b. The Committee shall consist of three members, one elected from and by each of the groups in the College.
- c. The Committee shall elect its own Chairperson and determine its own rules of procedure.
- d. The elections of members of the Committee shall be conducted as directed by the Elections Committee.

4. Mission and Values Committee
 - a. The functions of the Mission and Values Committee shall be to organize, sponsor, or support events that cultivate community around the shared mission and values of the College; and to conduct periodical reviews and propose revisions of the College's mission and values statement. The work of the Committee will be defined annually by the members of the Committee, in consultation with the Dean of the College, but shall include organizing annual events that advance shared mission and values of the College.
 - b. The Mission and Values Committee shall consist of six members: one member elected from and by each of the groups in the College, one at-large member, and two members of the Strategic Planning Committee, selected by members of that committee.
 - c. The Chairperson of the Mission and Values Committee will be selected from among the members of the Mission and Values Committee.
 - d. The elections of members of the Committee shall be conducted as directed by the Elections Committee. Elected members will serve three-year terms.
5. Sabbatical Leave Committee
 - a. The function of the Sabbatical Leave Committee shall be to evaluate applications for sabbatical leave and to make recommendations to the Dean of the College.
 - b. The Committee shall consist of three members, one elected from and by each of the groups in the College.
 - c. The Committee shall select its own Chairperson and establish its own rules of procedure.
 - d. The elections of members of the Committee shall be conducted as directed by the Elections Committee.
6. Sherry Committee
 - a. The function of the Sherry Committee shall be to award funds for student/faculty collaborative research projects.

- b. The Committee shall consist of three members, one elected from and by each of the groups in the College.
 - c. The Committee shall select its own Chairperson and establish its own rules of procedure.
 - d. The elections of members of the Committee shall be conducted as directed by the Elections Committee.
7. Strategic Planning Committee
- a. The function of the Strategic Planning Committee shall be to engage in formal strategic planning activities in response to requests by the University Strategic Planning Committee or the Executive Committee of the College.
 - b. The Committee shall consist of six faculty members -- two elected from and by each of the groups in the College. In addition, the Dean of the College, the Associate Dean of the College and the Associate Dean of Engaged Learning shall serve as ex officio members in a non-voting capacity.
 - c. The Dean of the College shall chair the Committee. The Committee shall establish its own rules of procedure.
 - d. The elections of members of the Committee shall be conducted as directed by the Elections Committee.
- C. Selection of Committee Members for the Directly Elected Standing Committees
1. Election Procedures
 - a. Nominations shall be solicited from all eligible faculty.
 - b. Nominations for elective committee positions can be made by either the Executive Committee or by petition signed by one faculty member and the nominee.
 - c. A suitable time period shall be allowed for balloting.
 - d. Qualified write-in candidates may be elected.
 5. The Dean, in consultation with the Executive Committee may nominate candidates when, at the end of the nomination process, there are fewer candidates than positions on the ballot.

2. Elected members of all standing committees shall serve for staggered three year terms which shall begin at the start of the Fall Semester.
 3. Elections shall be held:
 - a. At the completion of a faculty member's term.
 - b. When a faculty member resigns and more than one semester remains in the faculty member's term
 - c. When a faculty member temporarily withdraws from service (e.g., leave of absence, sabbatical leave) for more than one semester.
 4. Appointments
 - a. When a faculty member resigns and only one semester remains in the faculty member's term, the Dean, in consultation with the Executive Committee, may appoint a replacement to finish the term.
 - b. When a faculty member temporarily withdraws from service and the withdrawal will last only one semester, the Dean, in consultation with the Executive Committee, may appoint a temporary replacement.
- D. Other standing committees of the College shall be the Executive Committee and the Committee on Tenure and Promotion
1. Executive Committee
 - a. The function of the Committee shall be to serve in a consultative capacity to the Dean.
 - b. The Executive Committee shall consist of the Dean, Associate Dean of the College, the Associate Dean of Engaged Learning, and the Associate Dean of Undergraduate Studies, and all Chairpersons. The associate deans and assistant dean will serve as ex officio members in a non-voting capacity.
 - c. The Dean or person designated by the Dean shall chair the Committee.

2. Committee on Tenure and Promotion

- a. The function of the Committee shall be to advise the Dean on recommendations for promotion and tenure.
- b. This committee will consist of six full-time tenured LAS faculty with the rank of Professor. Each member will serve a three-year term. A faculty member cannot serve a second term until a minimum of four years has elapsed since the previous term.
- c. The selection process for committee members is described in the College Tenure and Promotion Document.

E. Ad Hoc Committees

The Dean or the faculty may create ad hoc committees.

VI. Amendments

1. Amendments to these by-laws originate either from the Agenda Committee or the floor. Amendments may be discussed at the meeting at which they are proposed, but shall not be voted on until the meeting following the discussion (with the only exception noted in 2. below). A vote of two-thirds of those present and voting shall be required for adoption.*
2. The only way in which an amendment may be adopted at the same meeting at which it is presented is if the proposed text is in the hands of the membership 48 hours before the time of the meeting, and if the amendment is approved by a vote of two-thirds of the total membership.

*Note: Abstentions do not count as votes.