

**College of Arts and Sciences, University of North Dakota
Organization and Bylaws**

I. The Faculty

1. The College faculty shall be responsible for the welfare of the College in cooperation with the Dean and in accordance with the College bylaws and the University constitution.
2. The College faculty shall consist of all full-time faculty at the rank of instructor or above who are appointed to the departments or programs in the College and such others as may be approved by the Executive Committee of the College Council on recommendation of the individual departments and programs.
3. The College faculty shall meet at least once a semester on call of the Dean. Other meetings may be called as provided for hereinafter.
4. A meeting of the college faculty shall be called within fourteen days of a written request by twenty-five percent of the faculty.

II. The Dean

1. The Dean shall be appointed by the Board of Higher Education on the recommendation of the President. With the advice and consent of the entire College faculty, the recommendation of a search committee of seven members elected at large by the faculty shall be submitted to the President.
2. The Dean shall hold office for a term of five years and shall be eligible for reappointment in five-year terms. Prior to the end of each term faculty input shall be sought. Chairs shall solicit the opinion of department faculty members, using whatever instrument of evaluation is deemed most appropriate. The results of this advisory evaluation will be communicated to the College Council, which will, in turn, inform the Dean of the College of Arts and Sciences, the Vice President for Academic Affairs, and the President.
3. The Dean, with the advice and consent of the College Council, shall appoint or reappoint Associate Deans.
4. The Associate Deans shall have such authority as may be delegated by the Dean of the College.
5. The Dean, with the advice and consent of the College Council, shall appoint whatever professional and administrative personnel he or she deems appropriate.
6. The Dean's primary responsibilities shall be to provide academic leadership for the College and to administer the College according to its bylaws. The Dean, or her or his delegate, shall represent the College on extra-College governing bodies.

III. The College Council

1. The College shall have a Council composed of department chairpersons and program directors within the College. Chairpersons of the associate departments in other colleges may participate as consultative members. In the event the department chairperson or program director cannot attend a meeting, he/she may delegate a voting proxy to attend the meeting for the department or program.
2. The Council shall represent the faculty at the College level and determine with the Dean matters of policy and business. The Dean may veto policy proposals made

- by the Council; the College faculty may override such a veto by a two-thirds vote. The Council may veto policy proposals made by the Dean; the College faculty may override such a veto by a majority vote.
3. The Council and the Dean shall normally meet once a month during the regular academic year; the Council shall meet at least six times a year. Additional meeting shall be called at the Dean's discretion or by a written request of any five Council members.
 4. Agendas of regular Council meetings shall be sent to all members of the College faculty at least seventy-two hours in advance of Council meetings. Minutes of the Council meeting shall be circulated to all College faculty within a week of the meeting.
 5. The Council shall elect an executive committee of no more than five of its members to serve as a liaison committee to meet with the Dean on a more regular basis. The structure and responsibility of this committee shall be determined by the Council.

IV. College Committees

1. Each of the standing committees shall be composed of seven faculty members elected from and by the College except for the first committee. The Committee on Tenure and Reappointment, and Promotions shall consist of nine faculty members, with two members elected from and by each of the four major subdivisions, and one member elected at large. No department shall have more than one member on any committee. Committees for Curriculum and Student Appeals shall be supplemented respectively by five and two students to be elected in a manner acceptable to the majority of the Arts and Sciences students.
 - a. Tenure, Reappointment, and Promotions: all shall be tenured.
 - b. Curriculum
 - c. Students Appeals (academic)
 - d. Budget
 - e. Salaries
2. The College Council shall appoint an "election committee" to supervise the election of committee members in the Fall. Members of the election committee shall serve three-year terms. Continuity of membership shall be maintained by overlapping terms.
3. Standing committee members, except for the committee on Tenure, Reappointment, and Promotions, and the student members of the Committees for Curriculum and Student Appeals shall be elected at large. A list of eligible faculty shall be circulated to each member of the faculty. Each faculty member shall designate on candidate for each committee. Self nomination is optional. From the top five (or more in the event of ties) nominated for each committee the college faculty shall elect the committee members. In the case of possible election to more than one committee, an individual would be considered elected to that committee for which the most votes were received. All ties on the ballot shall be settled by a random procedure.
4. Committees shall be elected by the end of the sixth week of the fall semester.

5. Each committee shall select its own chairperson.
6. Committee members shall serve a three-year term, with at least one member standing for election each year. No member shall serve on more than one standing committee at any one time.
7. Each committee chairperson shall be prepared to report on action taken or proposed at each regular meeting of the College and shall submit a formal written report to the College three weeks prior to the end of the Spring semester.
8. Committee replacements shall be made by the Dean on the recommendation of the Committee and the approval of the Council.
9. Committees shall have access to all materials pertinent to their work.
10. In the first year of these bylaws, the first task of each committee shall be to write a statement of its scope and responsibilities and to determine the length of each member's term in office. The Dean and the College Council, or its Executive Committee, shall review and may revise these statements prior to submission to the College faculty for approval.

V. Procedures for Amending the Bylaws

1. These bylaws may be amended by majority vote of the faculty present at a meeting of the faculty called as specified in section I.3 and I.4
2. Any proposed amendment shall be circulated to each member of the College faculty at least eight days prior to the meeting.

[The Statement of Organization and Bylaws, originating in the Report of the Special Committee on Departmental & College Governance, April 8, 1975, was adopted by vote of the College Faculty May 7, 1975; the bylaws were amended September 7, 1978; September 27, 1979; September 23, 1982; April 13, 1989; March 26, 1992; November 15, 1994; September 7, 1999. The present edition is of June, 2000.]