**BY-LAWS OF THE COLLEGE OF ARTS AND SCIENCES**

**WESTERN CAROLINA UNIVERSITY**

*Revised February 13, 2017*

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# NAME

The name of this administrative unit is the College of Arts and Sciences (hereafter referred to as the “College”), one of the seven Colleges (as defined by the Faculty Handbook, Section 3.0) of Western Carolina University.

# MISSION

The College supports the University’s Mission through implementation of the [College’s Strategic Plan](http://www.wcu.edu/WebFiles/CHCOASStrategicPlan.pdf).[[1]](#footnote-2) The College of Arts and Sciences provides students with a liberal arts foundation where they are taught to think critically, grow academically, and communicate effectively. We prepare our students to be intellectually, socially, culturally, and professionally engaged citizens and leaders who contribute to and promote the sustainability of local and global communities.

# MEMBERSHIP

## Members

### Divisions

The College operates under the Office of the Provost at Western Carolina University. Its constituent units include the Departments of Anthropology and Sociology, Biology, Chemistry and Physics, Communication, Criminology and Criminal Justice, English, Geosciences and Natural Resources, History, Mathematics and Computer Science, Modern Foreign Languages, Philosophy and Religion, and Political Science and Public Affairs.

### Individuals

Membership in the College is by virtue of appointment to the faculty of Western Carolina University in one of the departments of the College. The “General Faculty” of the College consists of people approved by the Board of Trustees of Western Carolina University for faculty status at the rank of lecturer or above, or as further provided by the Board of Governors of the University of North Carolina**,** including participants in the University of North Carolina Phased Retirement Plan.

## Responsibilities

As provided by the Faculty Handbook, the General Faculty of the College have primary responsibility, within broader policy guidelines of the University, for curriculum, courses, methods of instruction, research, collegial review, and those aspects of student life which relate to the educational process.

The faculty will consider reports from the Chancellor, the Provost, the Faculty Senate, Faculty Committees, Colleges, Departments, and other units of the University and make recommendations to appropriate leadership concerning these reports; discuss matters relating to the welfare of the College and the University; and amend or repeal, with the consent of the Dean, any part or all of the By-Laws of the College.

# LEADERSHIP

## Officers

The officers of the College include a Dean, Associate Dean(s), and a Faculty Secretary. These officers will perform the duties prescribed by these By-Laws, the Faculty Handbook, and The University Code.[[2]](#footnote-3)

### Dean

The Dean of the College is the chief administrative officer of the College and serves as Chair of the faculty of the College.

### Associate Dean(s)

The Associate Dean(s) of the College assists the Dean and presides in the absence of the Dean or at the request of the Dean.

### Faculty Secretary

The Faculty Secretary of the College is elected by the General Faculty of the College and keeps a record of College meetings.

## Responsibilities

### Dean

The Dean of the College is charged by the Chancellor and the Provost to plan, organize, and direct the affairs of the College.

### Associate Dean(s)

The Associate Dean(s) of the College reports directly to the Dean and is responsible for assisting the Dean generally in matters relating to the operation of the College. The Associate Dean(s) represents the Dean's office in the absence of the Dean, attends meetings on behalf of the Dean, and conducts all correspondence including the preparation of reports delegated by the Dean, as well as any other functions delegated by the Dean.

### Faculty Secretary

The Faculty Secretary of the College keeps minutes of all meetings of the General Faculty of the College and enters these in the permanent minutes; confirms records of all committee appointments, both standing and ad hoc; keeps records of all elections conducted by the College; and serves as an ex-officio member of the Election Committee and the Dean’s Advisory Council.

## Selection and Review

### Dean

Nominations for appointment to Dean of the College will be made to the Chancellor by the Provost after consultation with the Department Heads and a duly constituted committee appointed by the Provost. After consultation with the Board of Trustees, the Chancellor will make a nomination to the President of the University of North Carolina. The President makes a recommendation to the Board of Governors for a decision, unless the Board of Governors has delegated this authority to an institutional board of trustees.

The work of the Dean will be periodically reviewed by the Provost, and the time between formal summative reviews will not be more than three years with annual review required from specified constituencies. The annual review will serve the function of annual faculty evaluation (AFE).

### Associate Dean

Nominations for appointment to Associate Dean of the College will be made to the Dean by a committee appointed by the Dean. After consultation with the Department Heads, the Dean will select an Associate Dean.

The work of the Associate Dean will be periodically reviewed by the Dean, and the time between formal summative reviews will not be more than three years with annual review required from specified constituencies. The annual review will serve the function of annual faculty evaluation (AFE).

### Faculty Secretary

The Faculty Secretary of the College is elected by the General Faculty of the College according to the procedures outlined in Article VI. The Faculty Secretary will serve for a term of three years and will be eligible for re-election. The Dean has the authority to appoint a secretary in times of transition or when the office cannot be filled following the aforementioned procedures.

No review of the Faculty Secretary is required.

# MEETINGS

## Purpose

The purpose of the periodic College meetings is to inform, advise, and discuss with the faculty pertinent issues and priorities within the College and the University. Meetings should provide forums for discussion, shared information, and general policy direction.

## Frequency and Attendance

The General Faculty of the College meets at least once each term during the academic year. Special meetings may be called by the Dean and will be called upon written request to the Dean by ten percent of the members of the General Faculty of the College. All meetings will be announced and scheduled in such a way that maximum attendance will be encouraged. The Dean will preside at all meetings.

## Voting Procedures

All members of the General Faculty will have the right to vote. At least 25% of the members of the General Faculty must participate in a vote in order for the voting outcome to be valid.

# ELECTION PROCEDURES

Each year, by the end of March, the Election Committee (see Article VII.1) will conduct the elections for all positions to be determined by College-wide voting. According to the Faculty Constitution and Article VII of the By-Laws of the College, these positions include College representatives to the Faculty Senate; Graduate Council; University Collegial Review Committee; University Curriculum Committee; Liberal Studies Committee; Faculty Scholarship Advisory Council; the Faculty Secretary of the College; and all committees and councils of the College that have elected members.

The Election Committee will publish a call for nominations for all open positions at least four weeks prior to the start of the election. Additional nominees may be added to the ballot by written nominations signed by five faculty members and submitted to the Election Committee at least two weeks before the start of the election. The Election Committee will publish the final version of the ballot one week prior to the start of the election.

Ballots will be distributed electronically by the Chair of the Election Committee, and the time permitted for voting will be a minimum of three days. Those nominees receiving the highest number of votes will be declared elected. In the case of a tie, a run-off election will be held between the persons receiving the highest number of votes. The person receiving the highest number of votes in the run-off election will be declared elected.

Interim vacancies will be filled by appointment from the Election Committee. The Committee will appoint the individual from the list of runners-up in the most recent election that still meet eligibility requirements and had the highest number of votes. If a suitable replacement cannot be found following these procedures, the Dean will appoint a replacement to fill the vacancy until the next annual election. Election Committee decisions may be appealed to the Dean.

# COUNCILS AND COMMITTEES

The purpose of College Councils and Committees is to fulfill regulations of the University Constitution, assist in College administration and procedures, and to support the mission of the College as described in the College Strategic Plan. The charge and composition of each committee is described in the following Sections. Additional Standing Committees may be constituted by the Dean upon the advice of the Department Head Council and/or the General Faculty of the College. Also, ad hoc committees may be appointed by the Dean.

Council and Committee meetings should be scheduled and announced in such a way that maximum attendance will be encouraged. The Dean or designated Associate Dean will call and preside over the first meeting of each term, during which the council or committee chair is elected, unless another chair selection process has been specified.

Council and Committee chairs are expected to seek the help of faculty members, administrators, or others who have expertise in the area of their committees’ responsibilities. Council and Committee chairs are empowered to form subcommittees, either ad hoc or standing. Subcommittee members may be appointed by the chair, and when appropriate, may include persons not on the council or committee.

Council and Committee members beginning a term will take office on the date of the College meeting preceding the fall semester.

## Election Committee

### Purpose and Responsibilities

The Committee conducts all College-wide elections. It devises appropriate and uniform election procedures and maintains a record of all elections for the previous five years. In addition to the duties specified in the Faculty Constitution with regard to some elections, and the procedures outlined in Article VI, the Committee promulgates its own rules of procedure. The Committee ensures that all nominations for elections conducted under its supervision are open and that all candidates on the ballot meet eligibility requirements. Questions of eligibility for nominations are resolved by the Committee. The Committee meets at the call of its Chair.

### Membership

The Committee is composed of four members of the General Faculty, each from a different department, plus the Faculty Secretary of the College, serving as an ex-officio member. All members serve three-year terms and are eligible for re-election or re-appointment.

### Method of Selection

Two faculty members are elected from among the General Faculty, and two are appointed by the Dean, with the provision that all members must come from a different department. Whenever possible, the Dean’s appointments will be used to achieve balance in rank, gender, and diversity in all of its forms. As service is not required of lecturers, balance in rank does not require inclusion of a lecturer(s) on the Committee.

The Chair must have served on the Committee for at least two consecutive years prior to becoming Chair.

## Department Head Council

### Purpose and Responsibilities

The purpose of the Council is to collaborate with the Dean to support and improve the College. The Council meets at least three times/semester, at the call of the Dean, or upon the request of at least three of its members addressed to the Dean.

### Membership

Members of the Council are Department Heads. The Dean serves as the Chair of the Council.

### Method of Selection

Faculty serving as Department Heads are members of the Council by nature of their administrative position.

## Dean’s Advisory Council

### Purpose and Responsibilities

The Council advises the Dean on any matter of concern to the Dean or to any member(s) of the Council. Any member of the General Faculty may bring a concern to the attention of Council members, including conditions of faculty employment, for discussion by the Council. The Council will meet at least once each term, at the call of the Dean, or upon the request of at least three of its members addressed to the Dean.

### Membership

The Council is composed of the Dean of the College serving as Chair; nine members of the General Faculty, each from a different department; one external representative from another undergraduate College of the University; and the Faculty Secretary, ex-officio. Department Heads are not eligible to serve on the Council. All members serve three-year terms and are eligible for re-election only after one year off of the Council. The external representative must come from a different College in successive terms.

### Method of Selection

Nine faculty members are elected from among the General Faculty with the provision that all members must come from a different department. The external representative is elected by the General Faculty.

## Student Advisory Council

### Purpose and Responsibilities

The Council advises the Dean on matters of mutual interest. The Council meets at least once each term and at the call of its Chair or upon the request of at least three of its members addressed to the Dean.

### Membership

The Council is composed of a designated Associate Dean, who serves as Chair, and one student selected from each Department of the College. All members serve one-year terms and are eligible for re-appointment.

### Method of Selection

Each department selects one student, who is a junior or senior majoring in a program within the department, as its representative to the Council. Every effort should be made to involve students in the selection process.

## Collegial Review Committee

### Purpose and Responsibilities

The Committee reviews and makes recommendations to the Dean on all candidates for tenure, promotion, and emeritus status within the College, following the procedures in the WCU Faculty Handbook and written procedures guiding the review of candidates’ materials and voting. The Committee also reviews and provides written feedback on the dossiers of all candidates in the College in the second and fourth year of the probationary period as well as those under administrative review.

### Membership

The Committee is composed of the Dean as the nonvoting Chair and twelve faculty members, each representing a different department. All members must be full-time, tenured faculty members of the College. Initially, the committee will consist of 4 faculty members with 3 year terms, 4 faculty members with 2 year terms, and 4 faculty members with 1 year terms. Faculty members who were on this committee under the previous By-Laws will remain on the committee and fulfil their terms. Faculty members who were appointed to the committee by the Dean under the previous By-Laws will vacate their seats and be replaced by newly-elected faculty. The term lengths of all newly-elected faculty on the initial committee will vary in order to assure that there are equal numbers of faculty with one, two, and three-year terms. After the initial committee is selected, all members serve staggered three-year terms and are eligible for re-election.

### Method of Selection

Twelve full-time, tenured faculty members are elected from the General with the provision that each member must come from a different department. In departments with no tenured faculty members or an insufficient number of tenured faculty members, the department head, in consultation with the dean, will nominate tenured faculty from other departments within the College to be candidates in the election.

## Curriculum Committee

### Purpose and Responsibilities

The Committee reviews curriculum proposals from departments in the College. The Committee also advises the Dean on any issues of concern to the Dean or the Committee related to curriculum. The Dean may also refer problems related to curriculum to the Committee for its review and advice.

### Membership

The Committee is composed of three Department Heads and three full-time faculty members, each from a different department. All members serve three-year terms and are not eligible for successive re-appointment. A designated Associate Dean will serve as the Chair. Non-Committee faculty members may attend meetings to present statements of need and perceived problems regarding curriculum.

### Method of Selection

All members are appointed by a designated Associate Dean with the provision that all members must come from a different department.

## Teacher Education Committee

### Purpose and Responsibilities

The Committee advises the Dean on all matters relating to the College’s responsibilities in the area of teacher education. The Committee meets at least once each term, at the call of its Chair, or upon the request of at least three of its members addressed to its Chair.

### Membership

The Committee is composed of those faculty members of the College who serve on the Professional Education Council of the College of Education and Allied Professions, plus one additional member from a content area related to teacher education, appointed by the Dean, who serves a two-year term and is not eligible for successive re-appointment. A designated Associate Dean serves as the Chair.

### Method of Selection

Faculty serving as program directors of secondary education programs are members by nature of their administrative position. The additional Committee member will be appointed by the Dean.

## Student Awards Committee

### Purpose and Responsibilities

The Committee recognizes excellence in students’ academic achievements by selecting students for scholarships and College- and University-level awards. Scholarship applications are provided through the University scholarship portal. Award nominations are solicited from the faculty or provided by the Committee. A list of all nominees is provided to the Dean so that appropriate recognition may be given. The Committee meets at the call of its Chair.

### Membership

The Committee is composed of five members of the General Faculty, each from a different department. All members serve three-year terms and are eligible for re-election.

### Method of Selection

All members are elected from the General Faculty with the provision that all members must come from a different department.

## Faculty Awards Committee

### Purpose and Responsibilities

The Committee refines, implements, and annually evaluates the plan and schedule for administering College-level faculty awards and grants. The Committee also selects the finalists and awardees from among nominees and applicants. The Committee is responsible for suitably recognizing finalists and awardees, as well as for making arrangements to have awards presented in an appropriate forum. The Committee meets at the call of its Chair.

### Membership

The Committee is composed of five tenure-track or tenured members of the General Faculty, each from a different department with at least three years of service at WCU. All members serve three-year terms and are eligible for re-election.

### Method of Selection

All members are elected from the General Faculty with the provision that all members must come from a different department.

## Student Appeals Committee

### Purpose and Responsibilities

The Committee hears academic student appeals according to the University’s student appeals process and makes recommendations to the Dean on the cases. The Committee meets when a student appeal is forwarded to the designated Associate Dean. The designated Associate Dean selects three Committee members and two members of the Student Advisory Council in disciplines closely related to each case to hear the appeal. In the case of academic integrity appeals, this group serves in the capacity of the Academic Integrity Hearing Board of the College.

### Membership

The Committee is composed of a designated Associate Dean, serving as Chair, and twelve members of the General Faculty, each from a different department. All members serve four-year terms and are eligible for re-appointment.

### Method of Selection

Members are appointed by their individual departments.

## Science Safety Committee

### Purpose and Responsibilities

The Committee acts as a liaison among the College faculty, the Dean and the University Office of Safety and Risk Management. The Committee meets as needed to review accident reports, and propose and implement methods for accident prevention in science laboratory settings.

### Membership

The Committee is composed of the Research Operations Manager, a representative from the University Office of Safety and Risk Management and members of the General Faculty from the following Departments: Biology, Chemistry and Physics, and Geoscience and Natural Resources. A designated Associate Dean serves as the Chair of the Committee. Faculty members serve two-year terms and are eligible for re-appointment.

### Method of Selection

Faculty from departments are appointed by their individual departments, and the representative from the University Safety Office is appointed by the Director of Safety and Risk Management.

# PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised will govern the College in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the College may adopt.

# AMENDMENT OF BY-LAWS

These By-Laws can be amended following any meeting of the College by a two-thirds majority of those voting (see Article V.3), given that the amendment has been provided to each faculty member of the College at least two weeks in advance of the meeting.

Adopted by the Faculty at the Arts and Sciences Faculty Meeting on August 15, 1989.
Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 22, 1993.
Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 29, 1998.
Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 26, 1999.
Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 24, 2002.
Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 21, 2004.
Revised by the Faculty at the Arts and Sciences Faculty Meeting on August 19, 2005.
Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 21, 2008.
Revised by the Faculty at the Arts and Sciences Faculty Meeting on August 19, 2009.
Revised by the Faculty at the Arts and Sciences Faculty Meeting on February 8, 2010.
Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 12, 2010.
Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 27, 2011.

Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 10, 2013.

Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 27, 2015.

Revised by the Faculty at the Arts and Sciences after the Faculty Meeting on February 6, 2017 (with voting period February 9 - 13, 2017).

1. See <http://www.wcu.edu/WebFiles/CHCOASStrategicPlan.pdf> [↑](#footnote-ref-2)
2. “The Code” refers to a section of the UNC Policy Manual found at http://www.northcarolina.edu/apps/policy/index.php [↑](#footnote-ref-3)