

# **Bylaws of the College of Arts and Sciences at the University of Nebraska at Omaha**

## **Article I. Name**

The College of Arts and Sciences of the University of Nebraska at Omaha (hereafter referred to as the College) is an administrative unit established in accordance with the *Bylaws of the Board of Regents of the University of Nebraska*.

## **Article II. Object**

The object of the College is to further the knowledge of liberal arts and sciences and the intellectual capacities of all students enrolled at the University of Nebraska at Omaha.

## **Article III. Membership**

Section 1. Voting membership of the Faculty of the College (hereafter referred to as the Faculty)

- A. Full-time faculty of the College holding continuous appointments, appointments for a specific term, or special appointments are voting members.
- B. Faculty with appointments to more than one college, including the College, will each declare in which college they desire to be voting members.
- C. Those faculty participating in a partial or phased retirement program may continue voting membership by written declaration to the Dean of their intention to fulfill the responsibilities of such membership, including the responsibilities as representatives of the College or their division if elected.
- D. Subject to the powers vested in the Board of Regents of the University of Nebraska, or delegated to its administrative officers, the immediate government of the college shall be by its Faculty.

Section 2. Membership, without vote

The Dean of the College is a member without voting privileges, as are Associate and Assistant Deans of the College, other members of the Faculty holding full-time administrative appointments in the University of Nebraska system, and Emeritus faculty.

## **Article IV. Office of the Dean**

Section 1. Responsibilities

The Dean of the College shall provide educational leadership; be the officer primarily charged with the administration of the College; serve as intermediary between the College and the University; be the presiding officer at Faculty meetings; select student representation to attend student appeal hearings of the Educational Policy Committee; report to the Faculty regarding the status of past College legislation.

## Section 2. Selection of the Dean

Appointment of the Dean shall be recommended to the President and the Board of Regents by the Chancellor, following procedures specified in the *Bylaws of the Board of Regents of the University of Nebraska*. When College recommendations are made for membership on an advisory/search committee, these shall be made by the College Advisory Committee. Every three to five years the Advisory Committee shall make recommendations to the Chancellor or designated representative concerning continued appointment of the Dean. More frequent evaluations may be conducted at the discretion of the College Advisory Committee or in response to a petition of at least twenty percent of the full-time faculty of the College.

## Section 3. Temporary vacancy

In case of incapacitation or other temporary vacancy in the office of the Dean, the Advisory Committee shall confer with the Senior Vice Chancellor for Academic and Student Affairs on the appointment of an Acting Dean.

## Section 4. Board of Chairs and Directors

- A. **Object.** The Board shall provide a forum for communication and discussion of problems and concerns relating to administration, make recommendations to the Dean in matters relating to University administrative policies and procedures which affect the College, make recommendations to the Dean in matters relating to administrative policies and procedures within the College and its departments or other administrative units, and advise the Dean on matters delegated to it by a standing committee. These duties shall not supersede those delegated to the standing committees described in Article VIII, section 1.
- B. **Membership.** The Board shall consist of chairs of all academic departments of the College and the academic heads of its schools and the academic programs in or administered by the College. The Dean, Associate Deans and Assistant Deans are ex officio members without voting rights. Faculty of programs associated within an academic department chaired by someone with alternate disciplinary affiliation may, as they choose, designate a representative without vote from among themselves. In the event a member must be absent from a Board meeting, the member may designate an alternate.
- C. **Presiding Officer.** At the first meeting of each academic year, a presiding officer shall be elected from among the members of the Board. This presiding officer shall be responsible for presiding at meetings; establishing the meeting time and place for regular and special meetings; receiving agenda items for meetings and distributing agendas to members; and acting as representative for the Board.
- D. **Meetings.** The Board shall convene at regular intervals to be determined by the membership at the beginning of each academic year. Any member may request that the presiding officer include an item on the agenda of a regular meeting. Special meetings may be called at the request of the Dean, the Senior Vice Chancellor for Academic and Student Affairs, the Chancellor, or any four members of the Board.

## **Article V. College Meetings**

### Section 1. Schedule and notice

Regular meetings will be held each fall and spring at a time designated by the Dean with at least two weeks' notice given to the Faculty. Special meetings may be called by the Chancellor, the Senior Vice Chancellor for Academic and Student Affairs, or the Dean. Special meetings must be called by the Dean within ten workdays after petition by at least ten Faculty members, request of the Advisory Committee, or vote of the Faculty when in regular or special session. Notice of at least five working days must be given to the Faculty of such special session, including the business to be transacted.

### Section 2. Quorum

Twenty percent of the Faculty will constitute a quorum.

### Section 3. Presiding officer

The Dean will preside at meetings of the College. In the absence of the Dean, the Advisory Committee will designate the presiding officer, who may be the chairperson of the Advisory Committee.

### Section 4. Meetings

The format and structure of each meeting will be determined by the Advisory Committee in consultation with the dean.

Agendas of regular meetings will include opportunities for reports of standing committees and Dean's councils. A quorum of the Faculty is empowered to approve minutes, receive reports, and introduce, discuss and amend motions, and approve motions such as personal commendations which do not impact further action by the College, its departments or other administrative units, or its committees. Items which do call for further action by the College must be submitted, with a summary of the discussion, to the entire Faculty for vote by ballot.

## **Article VI. Divisions**

For the purpose of College committee membership, departments and Faculty are hereby partitioned into three divisions: Natural Sciences, Social Sciences, and Humanities. Natural Science departments are Biology, Chemistry, Geography-Geology, Mathematics, and Physics. Social Science departments are Black Studies, Political Science, Psychology, and Sociology & Anthropology. Humanities departments are English, Foreign Languages, History, and Philosophy & Religion.

## **Article VII. Departments and Chairs**

### Section 1. Departments and meetings

A department is an academic community of interest and an administrative unit of the College. Subject to the jurisdiction of institutions which have overall responsibility for the University of Nebraska at Omaha and in conformity with the policies of the College of Arts and Sciences, a department shall determine its policies and programs through means adopted by the department.

The chair of the department or the departmental staff may make recommendations to the Dean and Faculty of the College concerning the welfare of the department or its relations to other departments. Before making such recommendations, the chair of the department shall consult with the departmental faculty. Where the recommendation of the chair differs from the advice given by the departmental faculty, the chair shall so inform the Dean. Meetings of the departmental staff may be called by the Chancellor, the Dean, the chair, or by a majority of its members.

## Section 2. Chair

- A. The department chair shall be responsible to the Dean for departmental administration; be the department's official representative in all matters except those delegated to other members of the department; and serve as intermediary between the department and other individuals and units of the university.
- B. Chairs shall be appointed as provided in the *Bylaws of the Board of Regents*, upon recommendation of the Dean, after appropriate consultation with the departmental faculty and concurrence by the Senior Vice Chancellor for Academic and Student Affairs for a term not exceeding four years. Within a reasonable time before recommending the reappointment of a chair, the Dean shall take a closed ballot of the department members on the question of reappointment of the incumbent.
- C. In case of a vacancy existing or pending in a department chair, the Dean will request that the department provide one or more names of potential candidates for chair, a request which shall be fulfilled through means adopted by the department.

## Article VIII. Committees

### Section 1. Standing Committees

- A. There shall be three standing committees: the Advisory Committee, the Educational Policy Committee, and the Reappointment, Promotion and Tenure Committee.
- B. Eligibility. Standing committees will be composed of elected members of the Faculty. Members of the Reappointment, Promotion and Tenure Committee must also be tenured. No standing committee shall have more than two members from a given department. Faculty shall not be eligible for consecutive terms on a committee or for membership on more than one standing committee. Faculty on leave or sabbatical are replaced.
- C. Term of service. Each standing committee shall be composed of three members from each division on staggered terms of three years, so that normally one-third of the faculty and division membership is elected each year.
- D. Election. The election of standing committee members and representatives to the Faculty Senate and Graduate Council shall be conducted annually. The Advisory Committee shall prepare here preferential ballots containing names of eligible faculty members nominated that year by the chair or director of their academic units. The ballot will group nominees for College committees by division. All Faculty vote on representatives for all divisions. Any faculty nominated and elected to more than one College committee will select on which one of these to serve. Otherwise the nominee in each division receiving the highest number of

- votes shall be elected, or elected to the longer term if there is more than one. If there is more than one opening, the nominee receiving the second highest number of votes shall be elected to the shorter term. If a standing committee vacancy arises at a time which would otherwise require a special election, or if a vacancy for one semester or less appears, the eligible candidate receiving the next higher number of votes for that seat will be appointed to fill the vacant term. Tie votes will be determined by lot.
- E. Faculty Senate. Each academic department will maintain a representative on the Faculty Senate. The faculty of each department will decide on a method for selecting nominees, runners-up, and replacements when replacements are needed. The department chair is responsible for implementing the method chosen. Nominees will be elected by the College faculty each January or as required by the Faculty Senate.
  - F. Ex-officio members. The Dean or the Dean's designated representative shall be an ex-officio member of each standing committee without voting privileges.
  - G. Officers. The members of each standing committee will elect a chair from among the voting membership. The chair will preside at meetings of the committee, and report committee actions at regular meetings of the Faculty. Each committee is free to designate and select other officers.

#### Section 2. The Advisory Committee

The Advisory Committee shall advise the Dean on matters initiated by the Committee or by the faculty; advise the Dean on matters the Dean refers to it; formulate legislation for presentation to the Faculty; set the agenda for meetings of the College; advise the Dean on implementation of College legislation, Faculty Development Fellowship awards and policies, and Faculty Awards; oversee Faculty Representative Elections and *College Bylaws* review and maintenance; review the long run and general aspects of the College's activities, including staff, facility, and technology requirements and the strategic planning process for the College.

#### Section 3. The Educational Policy Committee

- A. Academic standards. The Educational Policy Committee shall
  1. advise the Dean on all matters of educational policy;
  2. advise the Dean on the academic appeals policies and procedures of the departments;
  3. advise the Dean on appointment of the College representatives to the University's General Education Steering Committee;
  4. exercise general oversight of the college's academic standards as published in the student catalog;
  5. recommend to the Faculty proposed legislation concerning admission and graduation requirements of the College, submitting proposals to the Advisory Committee for inclusion in the College meeting agenda and balloting;
  6. evaluate proposals for new academic programs and changes to existing academic programs and advise the Dean on such matters; academic programs include majors, minors, concentrations (CPACS and A&S), and certificates;
  7. evaluate proposals for new courses and changes to existing courses and advise the Dean on such matters.

- B. Academic appeals. The Educational Policy Committee shall be authorized by the Faculty
  1. to assess the impact of College rules on students' progress toward graduation through periodic review of the number and kinds of exemptions effected by the Dean's staff;
  2. to serve as an appeals committee for students who believe that evaluation of their academic progress has been prejudiced or capricious.
    - a. In preparation for serving as an appeals committee, the Committee shall invite the Dean to designate two student representatives, selected from a list of four supplied by the Student Regent, to attend grade appeal hearings and deliberations.
    - b. If the committee finds that a faculty member has been capricious or prejudiced in assigning a grade, the committee shall advise the Dean accordingly.

#### Section 4. The Reappointment, Promotion and Tenure Committee

The Reappointment, Promotion and Tenure Committee shall have general faculty review responsibilities; advise the Dean on appeals of annual review which impact exceptional performance salary increases; recommend policies concerning reappointment, promotion, and continuous appointment within the College; be consulted by the Dean in recommending the reappointment, non-reappointment, promotion, continuous appointment, demotion, transfer, or dismissal of any Faculty member of the College. If the recommendation of the Reappointment, Promotion and Tenure Committee on any individual faculty review differs from the Dean's recommendation, the Dean shall so inform the committee in writing with copies to the Senior Vice Chancellor for Academic and Student Affairs and the Chancellor.

Each year the committee will review the *Reappointment, Promotion and Tenure Guidelines* of the College and report to the Faculty of the College at the spring college meeting regarding the continued appropriateness of the guidelines or make recommendations for change.

#### Section 5. Special Committees

Special committees may be created by the Dean, the Faculty, and the standing committees. Members of special committees will be appointed by the Dean, unless otherwise determined for special committees created by the Faculty or one of its standing committees.

### **Article IX. Supra-Departmental or Inter-Departmental Units**

Supra-Departmental or Inter-Departmental units, such as schools and interdisciplinary programs, may be established. Channels of administrative communication shall be defined when such units are created. Annual assessment and reappointment recommendations for faculty in such units shall be the consistent responsibility of a single administrator, such as department chair or school director.

## **Article X. Initial acceptance of Bylaws**

This document replaces the Constitution and Bylaws of the College of Arts and Sciences, as last amended in 2014. A two-thirds approval of the Faculty voting on the question will be necessary for acceptance of these Bylaws, which will become effective upon promulgation by the Chancellor of the University of Nebraska at Omaha and the Board of Regents of the University of Nebraska.

## **Article XI. Amendment**

### Section 1. Proposal of amendments

Amendments to the *Bylaws* may be proposed by the Advisory Committee, a special *Bylaws* committee, or by petition to the Advisory Committee of at least twenty Faculty members. Proposed amendments to the *Bylaws* will be circulated in writing to the Faculty by the Advisory Committee at least five workdays prior to the next regular or special Faculty meeting.

### Section 2. Approval of amendments

The Advisory Committee will create and distribute the ballot; verify and distribute the results of the ballot. Approval by two thirds of the Faculty voting on the question will be necessary for adoption. Amendments will take effect when the requirements of Section 1.2 of the *Bylaws of the Board of Regents of the University of Nebraska* have been satisfied.