

University of Nebraska at Omaha
College of Information Science and Technology
Governance Procedures (2025)

Article I — Faculty

Section 3. Voting Membership

- a. Each voting member of the College shall be associated with a single Academic Unit for purposes of voting.

Section 4. Meetings

- a. Regular business meetings of the Faculty shall be held at least once each semester. Prior notification of regular business meetings of at least ten working days shall be provided by the Dean to the Faculty. Only agenda items distributed to the Faculty at least five working days in advance of a regular business meeting shall be transacted at that regular business meeting. Emergency items shall only be considered for action in a regular business meeting with an affirmative vote of the majority of the Faculty at that regular business meeting.
- b. Special meetings of the Faculty may be called by the Chancellor of the University or by the Dean of the College. Special meetings must be called by the Dean within fifteen working days after a petition by at least twenty percent of the Faculty, or by request of the Executive Committee, or by vote of the Faculty when in a regular or special meeting. Only agenda items distributed to the Faculty at least five working days in advance of a special meeting shall be transacted at that special meeting.
- c. Fifty percent of the Faculty shall constitute a quorum for any meeting of the Faculty.
- d. Meetings of the Faculty shall be conducted according to the Democratic Rules of Order (latest edition).
- e. Regular business meetings shall include and transact outstanding, appropriately raised, agenda items. Appropriately raised agenda items shall be those items raised to the Advisory Committee prior to or within two days of a notification of a scheduled regular business meeting. Agenda items may be raised by the Dean, a Standing Committee, an Academic Unit, an Ad hoc Committee Working Group, or by a cohort of one or more faculty members.
- f. Minutes of all regular business meetings shall be compiled by a college -appointed secretary and distributed to all faculty no more than five working days after the conclusion of the meeting.

Article II — Committees

Standing committees shall meet at a call of their respective chairs, or at the initiative of the majority of their respective members, or at a call of the Dean.

In addition to fulfilment of their charges as specified in the College Constitution, each committee has the following procedural responsibilities.

b. The Advisory Committee shall

1. administer, monitor, tabulate, and report the results of elections of the College committees to the College faculty and Dean's office,
2. form the agenda for regular business meetings from the list of outstanding, appropriately raised, agenda items as defined in Article I, Section 4e, and
3. ensure the availability of an assistant or assistants for regular business meetings, as specified in Article I, Section 4.

d. The Academic Committee shall

1. receive from the Dean the names of students who have completed the requirements for graduation and, in the name of the Faculty, recommend to the Chancellor, the President and the Board of Regents that degrees be awarded to those students,
2. adjudicate on formal student appeals for relief from College or Academic Unit rules (based on University required appeals) and on all undergraduate student grievances (including grades and academic suspensions),
3. recommend addition and deletion of courses and changes in course names and numbers, and

Section 2. Ad Hoc Committees

Ad hoc committees shall:

1. exist for a pre-determined specified time period not to exceed one year, that may be renewed by explicit action at a regular business meeting,
2. upon first meeting, select a chair, upon first meeting, select a chair, meet at a call of their respective chairs, or at the initiative of the majority of their respective members, or at a call of the Dean,
3. have the membership criteria be determined at the time of creation,
4. report on progress at all regular business meetings and deliver/submit a plan of action as an agenda item for transaction before disbandment,
5. disband upon resolution of the aforementioned agenda item delivered to the regular business meeting.

Article III — College Administrators

Section 5. Temporary Vacancy

If Dean becomes incapacitated or there becomes a temporary vacancy in the position of the Dean, the Executive Committee, after conferring with the Faculty, shall confer with the Chancellor or the Chancellor's designee on the appointment of an Interim Dean.

Section 6. Review of College Administrators

- a. A comprehensive review of the Dean of the College of Information Science and Technology shall take place at three -year intervals. A comprehensive review of each other college administrator shall take place at three -year intervals. The purpose of such reviews is to advise the Senior Vice Chancellor for Academic and Student Affairs and the Chancellor concerning the state of the leadership within the College. More frequent reviews may be conducted at the discretion of the Advisory Committee or in response to a petition of at least twenty percent of the Faculty.
- b. Each review of a college administrator shall be prepared by the Advisory Committee. The Advisory Committee shall confer with the Faculty as part of the preparation of each review.

Article IV — Academic Units

Section 1. Academic Units

The unit head or a majority of the faculty of the Academic Unit shall call meetings of the Academic Unit.

Section 2. Chair or Director

- a. A unit head may make recommendations to the Dean and the Faculty concerning the welfare of the Academic Unit or its relations to other Academic Units. Before making such recommendations a unit head shall consult with the faculty of the Academic Unit. When the recommendations of the head of an Academic Unit differ from the advice given by the faculty of that Academic Unit, that unit head shall so inform the Dean.
- b. The Dean shall prepare an annual written evaluation of the head of each Academic Unit. Such evaluation of a unit head shall be based on, but not restricted to, the written annual report of the unit head and anonymously written evaluations of the unit head solicited of all members of the faculty of the Academic Unit administered by the unit head.
- c. Every third year, before recommending the reappointment of the unit head of an Academic Unit, the Dean shall take a closed ballot of the faculty of that Academic Unit on the question of reappointment of the unit head.

- d. When a vacancy occurs in the position of the unit head of an Academic Unit, the Dean shall appoint a search committee. At least fifty percent of the search committee must be elected by the faculty of that Academic Unit.
- e. The Dean may make an interim appointment of a Chair or Director of an Academic Unit upon consultation with the faculty of the Academic Unit and appropriate University administrators.

Article V — Intradepartmental or Interdepartmental Units

Before making recommendations related to the creation of new units, the Chairs or Directors shall consult with the faculty of the Academic Units they administer. When the recommendation of a Chair or Director differs from the advice given by the faculty of the Academic Unit administered by the Chair or Director, the Chair or Director shall so inform the Dean.