

**University of Nebraska at Omaha**  
**College of Information Science and Technology**  
**College Constitution**

**Article I — Faculty**

**Section 1. Responsibilities**

Subject to the powers vested in the Board of Regents or delegated to its administrative officers, the immediate governance of a College shall be by its faculty.

**Section 2. Definitions**

The following terms shall have specific meanings when used in this constitution.

- a. The term “College” shall mean the University of Nebraska at Omaha College of Information Science and Technology.
- b. The term “Academic Unit” shall mean any of the academic departments or schools in the College.
- c. The term “Faculty” shall mean the voting members of the College (as defined in Article I, Section 3 of this constitution).
- d. The term “Graduate Faculty” shall mean the voting members of the College (as defined in Article I, Section 3 of this constitution) who are also members of the Graduate Faculty of the University of Nebraska (as defined in Article II of the Graduate College Governance Document).

**Section 3. Voting Membership**

- a. The voting members of the College shall be the full time faculty of the College holding the rank of lecturer, assistant instructor, instructor, assistant professor, associate professor, professor or equivalent ranks, and other persons specifically included by action of the voting members.
- b. Each voting member of the College shall be associated with a single Academic Unit for purposes of voting.
- c. Other than the heads of the Academic Units of the College, persons exercising administrative responsibilities which involve at least half of their workload assignment shall not have voting privileges nor be eligible to be elected as representatives of the College.

**Section 3. *Ex Officio* Membership**

The Chancellor of the University of Nebraska at Omaha, the Dean and any Associate and/or Assistant Deans of the College, and such other persons as may be designated by the Faculty shall be *ex officio* non-voting members of the College.

**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 Robert's 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. Agenda item transactions at regular business meetings shall be conducted under Robert's Rules of Order with assistance from a college-appointed parliamentarian.
  - g. 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**

### **Section 1. Standing Committees**

There shall be six standing committees of the College. These are the Executive Committee, the Advisory Committee, the Personnel Committee, the Academic Committee, the Doctoral Program Committee, and the Diversity and Inclusion Committee.

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.

- a. The Executive Committee shall
  1. advise the Dean on matters relating to administrative policies and procedures within the College and its Academic Units,
  2. advise the Dean on matters relating to University administrative policies and procedures that affect the College and its Academic Units,
  3. provide a forum for discussion of mutual problems and concerns relating to the administration of the Academic Units,
  4. advise on the composition and operation of *ad hoc* committees, and
  5. distribute and/or make available minutes of its meetings to the Faculty.

- b. The Advisory Committee shall
  - 1. advise the Dean on matters initiated by the committee or by the Faculty, or on matters referred to the Committee by the Dean,
  - 2. formulate legislation for presentation to the Faculty,
  - 3. advise the Dean on the implementation of legislation,
  - 4. prepare reviews of College administrators as provided by Article III, Section 6,
  - 5. administer, monitor, tabulate, and report the results of elections of the College committees to the College faculty and Dean's office,
  - 6. distribute and/or make available minutes of its meetings to the Faculty,
  - 7. form the agenda for regular business meetings from the list of outstanding, appropriately raised, agenda items as defined in Article I, Section 4e, and
  - 8. ensure the availability of a duly trained and appointed parliamentarian and secretary for regular business meetings, as specified in Article I, Section 4.
- c. The Personnel Committee shall
  - 1. advise the Dean on matters of personnel policy,
  - 2. review and make recommendations to the Dean concerning promotion, continuous appointment, initial appointment, reappointment and leave of absence decisions within the College,
  - 3. serve as a grievance committee in matters concerning personnel matters and make recommendations to the Dean based upon its findings, and
  - 4. distribute and/or make available minutes of its meetings to the Faculty.
- d. The Academic Committee shall
  - 1. advise the Dean on matters of educational policy,
  - 2. exercise general overview of the College's academic standards, including periodic review of the College's various degree programs,
  - 3. recommend to the Faculty proposed legislation concerning admission and graduation requirements, including changes in degree requirements, new programs and new degrees,
  - 4. 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,
  - 5. 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),
  - 6. recommend addition and deletion of courses and changes in course names and numbers, and
  - 7. distribute and/or make available minutes of its meetings to the Faculty.
- e. The Doctoral Program Committee shall

1. advise the Dean of the College on matters relating to the doctoral program within the College,
  2. represent the Graduate Faculty in administering the program, with activities including, but not limited to (a) evaluating and accepting applicants, (b) conducting examinations, (c) recommending appointment of Supervisory Committees and Plans of Study, and (d) monitoring student progress,
  3. represent the Graduate Faculty in setting and monitoring requirements and policies within the program, and
  4. distribute and/or make available minutes of its meetings to the Faculty.
- f. The Diversity and Inclusion Committee shall
1. advise the Dean of the College on matters relating to diversity and inclusionary practices within the college,
  2. exercise general overview of policy relating to diversity and inclusion,
  3. periodically assess the state of diversity and inclusion within the College,
  4. identify strategic priorities relating to College outreach and retention practices affecting or affected by diversity and inclusion practices
  5. provide a forum for discussion of problems and/or concerns relating to diversity and inclusion within the classroom or college,
  6. distribute and/or make available minutes of its meetings to the Faculty and Staff.

## **Section 2. *Ad Hoc* Committees**

- a. *Ad hoc* committees may be created by
  1. the Dean in consultation with the Executive Committee, or
  2. majority vote of the faculty present in a regular or special business meeting.
- b. *Ad hoc* committees shall
  1. be formed for specific and/or topic-centric discussions including but not limited to resolution of one or more college-wide agenda items not resolvable within the scope of a Regular or Special Meeting,
  2. 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,
  3. upon first meeting, select a chair,
  4. 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,
  5. have the membership criteria be determined at the time of creation,
  6. report on progress at all regular business meetings and deliver/submit a plan of action as an agenda item for transaction before disbandment,
  7. distribute and/or make available minutes of its meetings to the Faculty, and
  8. disband upon resolution of the aforementioned agenda item delivered to the regular business meeting.

## **Article III — College Administrators**

### **Section 1. Administrators**

College Administrators shall include the Dean and any Assistant or Associate Deans of the College.

### **Section 2. Responsibilities of the Dean**

The Dean of the College, as its administrative head, will provide leadership in carrying out the mission of the College, serve as intermediary between the College and University, and the College and external constituents, and act as presiding officer at Faculty meetings.

### **Section 3. Selection of the Dean**

When a vacancy exists in the position of Dean, the Executive Committee shall meet with the Chancellor or the Chancellor's designee concerning the formation of an advisory committee for selection of a Dean. The Dean shall be appointed by the Board of Regents upon a recommendation of the Chancellor, in accordance with the procedures described in Section 2.1 of the Bylaws of the Board of Regents of the University of Nebraska.

### **Section 4. Selection of Other College Administrators**

When a vacancy occurs in the position of Assistant or Associate Dean, and assuming the position is to be refilled, the Dean shall, after consultation with the Executive committee, representatives of the Faculty and other appropriate individuals, recommend his/her choice to the Senior Vice Chancellor for Academic and Student Affairs and the Chancellor.

### **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**

Academic units of the College shall be departments or schools created by the Board of Regents. Subject to the jurisdiction of institutions that have overall responsibility for the University of Nebraska at Omaha, an Academic Unit with representative faculty and student participation shall determine its policies and programs through means adopted by

the Academic Unit. 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 shall be designated by the title of Chair or Director. He or she shall be the officer primarily charged with the administration of the unit and shall be the presiding officer of its faculty and the chief advisor on behalf of the unit to the Dean. The Chancellor or the Chancellor's designee upon recommendation of the Dean shall appoint the unit head, after appropriate consultation with the unit's faculty. A unit head shall not have tenure in that office; tenure as a faculty member shall be a matter of separate right. 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**

The Dean may establish new interdepartmental or intradepartmental units in consultation with the Chairs or Directors involved, subject to the approval, if required, of other University officers and/or the Board of Regents. Before making such recommendation, 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.

## **Article VI — Amendments to the Constitution**

Amendments to this Constitution or to the Bylaws may be proposed by a group of at least twenty percent of the Faculty. The proposed amendments shall be circulated in writing to the Faculty by those making the proposal at least ten working days prior to the next meeting of the Faculty and be voted on within ten working days following that meeting. Voting will be by distributed ballot. Two-thirds approval of the Faculty voting on the question will be necessary for the adoption of amendments to this Constitution.

**Article VII — Acceptance of the Constitution**

Two-thirds approval of the Faculty voting on the question shall be necessary for acceptance of this constitution, which will become effective upon promulgation by the Chancellor of the University of Nebraska Omaha and the Board of Regents of the University of Nebraska.

**Article VIII — Publication of the Constitution**

When effective, this constitution and any amendments to it shall be expeditiously published in a manner that facilitates access by interested persons.

**University of Nebraska at Omaha**  
**College of Information Science and Technology**  
**College Governance Procedures**

**1. Standing Committee Membership**

a. The members of the Executive Committee shall include any Associate or Assistant Deans, the heads of the Academic Units of the College, the chairs of the College standing and *ad hoc* committees, and such other persons as the Dean shall choose. The Dean shall be the Chair of the Executive Committee.

b. The members of the Advisory Committee shall be two members of the Faculty from each Academic Unit of the College.

c. The heads of the Academic Units of the College will be ineligible to serve on standing committees with the exception of the Executive Committee and the Advisory Committee.

d. The members of the Personnel Committee shall be an equal number of members of the Faculty from each Academic Unit such that the number of committee members shall be as close to, but not greater than six. All members shall hold continuous appointment. There shall be at least one professor and one associate professor on the committee.

Committee members shall serve terms of two years. The terms of the members shall be staggered so that as close to one-half of the membership as possible is elected each year.

e. The members of the Academic Committee shall be an equal number of members of the Faculty from each Academic Unit such that the number of committee members shall be as close to, but not greater than six.

Committee members shall serve terms of two years. The terms of the members shall be staggered so that as close to one-half of the membership as possible is elected each year.

f. The members of the Doctoral Program Committee shall be an equal number of members of the Graduate Faculty from each Academic Unit of the College such that the number of committee members shall be as close to, but not greater than six. The chair of the committee shall be elected by its members and will serve as the Director of the Doctoral Program.

Committee members shall serve terms of three years, with two members from different Academic Units being replaced each year. Members may serve two consecutive terms, but are not eligible to serve a third consecutive term.

During the last year of the Director's term, the Director shall assist in the transition of duties and responsibilities to the incoming Director.

Membership on the committee shall be recommended by the Graduate Faculty of the College through the unit heads of the Academic Units, for approval and appointment by the UNO campus Dean for Graduate Studies. The members of the Graduate Faculty to be recommended shall be determined using procedures specified in this document.

g. The members of the Diversity and Inclusion Committee shall be comprised of Staff and Faculty within the College. The committee shall have no maximum membership limit, but must include at least one Faculty member from each Academic Unit. Committee membership is voluntary. If the previous requirement is not met through voluntary membership, each



Academic Unit without a member shall appoint a single Faculty member to represent them. Members appointed in this way shall serve for the remainder of the academic year of their appointment. Members (volunteer and appointed) do not have term limits.

## **2. Advisory, Personnel and Academic Committee Elections**

- a. The election of new members of the Advisory, Personnel and Academic Committees for each academic year shall take place during the preceding April.
- b. The Hare preferential system shall be used for marking and counting ballots for the election of new members of the Advisory, Personnel and Academic Committees.
- c. When a vacancy arises on the Advisory, Personnel or Academic Committee, that vacancy shall be filled by the candidate who would have been elected during the last election if the committee member previously occupying the vacated position had not been on the ballot.
- d. The first order of business in each academic year for the Advisory, Personnel and Academic Committees shall be the election of the committee chair.

## **3. Selection of Recommended Members for the Doctoral Program Committee**

- a. The selection of members of the Graduate Faculty to be recommended for membership on the Doctoral Program Committee for each academic year shall take place during the preceding April.
- b. Members of the Doctoral Program Committee whose terms have not expired shall be included among those recommended for membership to the campus Graduate Dean.
- c. The selection of members of the Graduate Faculty to be recommended to fill positions vacated by members whose terms are expiring shall be done using the Hare preferential system. Only the Graduate Faculty of the College will be eligible to mark ballots for those to be recommended. Those members of the Graduate Faculty that will be recommended will be the appropriate number of members of each Academic Unit receiving the highest preference on the ballot.
- d. Vacancies on the Doctoral Program Committee arising from conditions other than expiration of term of a member will be filled, if possible, by recommending the candidate from the appropriate Academic Unit who would have been recommended if the committee member previously occupying the vacated position had not been on the last ballot for the Doctoral Program Committee. If the committee position vacated was for an Academic Unit which had no candidates on the last ballot, then a new ballot of the Graduate Faculty shall be used to select the individual to be recommended.
- e. If an individual recommended for membership on the Doctoral Program Committee is not approved and appointed by the UNO campus Dean for Graduate Studies, another individual shall be recommended. This individual shall be selected with the same procedure used to fill a vacancy on the committee.

## **4. Amendments to the College Governance Procedures**

Amendments to these College Governance Procedures may be proposed by at least twenty percent of the Faculty. The proposed amendments shall be circulated in writing to the faculty by those making the proposal at least ten working days prior to the next faculty meeting and be voted on within ten working days following that meeting. Voting will be by distributed

ballot. Two-thirds approval of the voting members will be necessary for adoption of amendments to these College Governance Procedures.

**5. Adoption of the College Governance Procedures**

Two-thirds approval of the Faculty voting on the question shall be necessary for acceptance of these procedures. The accepted procedures become effective immediately after the College Constitution is effective.

**6. Publication of the College Governance Procedures**

When effective, these procedures and any amendments to them shall be expeditiously published in a manner that facilitates access by interested persons.