

BYLAWS
FACULTY OF ARTS AND SCIENCES
COLLEGE OF WILLIAM AND MARY
*2005 Update (Draft)*¹

Article I

Definition of the Faculty

1996: Sec. 1. All persons holding full-time teaching appointments as professors, associate professors, assistant professors, instructors, and lecturers in the Faculty of Arts and Sciences of the College of William and Mary in Virginia are members of the “Faculty of Arts and Sciences” or “Faculty” as these terms are used in these Bylaws, and are entitled to vote in meetings of the Faculty. Faculty members shall retain voting privileges on becoming Faculty emeriti/ae. All persons holding appointments as research associates are non-voting members of the Faculty.

2005: Sec. 1. All persons holding full-time teaching *or research* appointments as professors, associate professors, assistant professors, instructors, and lecturers in the Faculty of Arts and Sciences of the College of William and Mary in Virginia are members of the “Faculty of Arts and Sciences” or “Faculty” as these terms are used in these Bylaws, and are entitled to vote in meetings of the Faculty. Faculty members shall retain voting privileges on becoming Faculty emeriti/ae. All persons holding appointments as research associates *or post-doctoral fellows* are non-voting members of the Faculty.

Sec. 2. The President and Provost of the College of William and Mary, the Dean of University Libraries, the Dean of the Faculty of Arts and Sciences, the Dean of Undergraduate Studies and the Dean of Research and Graduate Studies, are members *ex officio* of the Faculty.

Sec. 3. For certain organizational purposes, Arts and Sciences departments are grouped into three areas:

1996: Sec. 3.1. (Area I) Art and Art History, Classical Studies, English, *Kinesiology-Dance*, Modern Languages and Literatures, Music, Philosophy, *Religion, Theater and Speech*

¹ All proposed changes to the existing (1996) A&S bylaws will be indicated in bold and italics, and the 1996 and 2005 text will appear together, in indented paragraphs. All references to the “arts and sciences faculty,” the “committee on faculty affairs,” the “committee on educational policy” and the “nominating committee” in the 1996 text have been changed to the “faculty of arts and sciences,” the “faculty affairs committee,” the “educational policy committee” and the “committee on nominations and elections” in the 2005 text, respectively, without special acknowledgment. Some changes of punctuation have also been made to improve clarity without acknowledgment.

2005: Sec. 3.1. (Area I) Art and Art History; Classical Studies; English; Modern Languages and Literatures; Music; Philosophy; ***Religious Studies; Theater, Speech and Dance***

Sec. 3.2. (Area II) Anthropology; Economics; Government; History; Kinesiology; Military Science; Psychology; Sociology

Sec. 3.3. (Area III) Applied Science; Biology; Chemistry; Computer Science; Geology; Mathematics; Physics

Article II

Officers of the Faculty

Sec. 1. The Dean of the Faculty of Arts and Sciences, appointed by the President of the College, is the chief administrative officer of the Faculty of Arts and Sciences.

1996: Sec. 2. The Dean of the Faculty shall preside at meetings of the Faculty. The Dean may appoint a Parliamentarian to assist with the meeting. ***In the absence of the Dean, the Faculty may elect a temporary presiding officer.***

2005: Sec. 2. The Dean of the Faculty shall preside at meetings of the Faculty. The Dean may appoint a Parliamentarian to assist with the meeting. ***In the absence of the Dean, the Faculty may elect a temporary presiding officer or accept the Dean's designee.***

Sec. 3. A Secretary of the Faculty shall be elected from among the members of the Faculty for a term of three years. The Secretary shall record the minutes of each meeting and distribute them to the members of the Faculty as soon as possible thereafter. Copies shall be provided for the archives of the College, the President, the Provost, the Dean of the Faculty, and the Secretary. The copy in the possession of the Dean of the Faculty may be consulted by any member of the Faculty upon request. Opportunity shall be given at each meeting of the Faculty to correct the minutes of the previous meeting.

Article III

Meeting of the Faculty

Sec. 1. Regular monthly meetings of the Faculty shall be held from September through May excepting January, at a time and place to be established by the Dean of the Faculty. Notice of these meetings shall be given at least seventy-two hours in advance.

Sec. 2.1. Special meetings of the Faculty may be called by the President, the Provost, or the Dean of the Faculty.

Sec. 2.2. A special meeting of the Faculty shall be called upon the request of an elected or standing committee of the Faculty or upon written petition of at least twenty-five members of the Faculty.

1996: Sec. 3. *Eighty* members of the Faculty shall constitute a quorum.

2005: Sec. 3. *Fifty* members of the Faculty shall constitute a quorum.

Sec. 4. No motion or resolution affecting the educational policy of the College shall be voted on in a meeting unless it shall have been submitted in writing to the Dean of the Faculty and the text thereof transmitted by the Dean to all members of the Faculty at least one week prior to the date of the meeting. This provision may be waived by unanimous consent of those present.

Sec. 5. Members of faculty committees who are not members of the Faculty may attend and participate in faculty meetings during consideration of reports of their committees, but shall not vote in decisions of the Faculty.

Sec. 6. The rules contained in the current edition of *Robert's Rules of Order* shall govern the meetings of the Faculty in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Faculty may adopt.

Article IV

Responsibilities of the Faculty

Sec. 1. The Faculty of Arts and Sciences, as one of the constituent bodies of the College, share in the general responsibility of the College to develop and maintain an educational program of high quality. The Faculty of Arts and Sciences has exclusive responsibility for certain specific parts of this program, and shares with other Faculties and administrative officers responsibility and concern for all aspects of the operation of the College which bear upon the educational program as a whole or upon any of its parts.

Sec. 2.1. The Faculty of Arts and Sciences shall determine the academic requirements for the earned degrees of Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Doctor of Philosophy, and such other earned academic degrees as may be assigned to its jurisdiction by the Board of Visitors of the College.

Sec. 2.2. With respect to these degrees, the Faculty shall:

- a. certify the names of those students who have fulfilled the academic requirements for those degrees;

- b. determine the academic prerequisites for admission of students to courses and to candidacy for degrees;
- c. determine the policy governing the evaluation of credits transferred from other institutions;
- d. determine the conditions defining “undergraduate,” “graduate,” and “residence” credit;
- e. determine academic standards for continuation in residence, for academic classification, and for status as a student in the College;
- f. determine the system of grading to be employed;
- g. determine policy regarding final examinations; and
- h. determine the regulations governing attendance of students in classes.

Sec. 2.3. The Faculty may delegate the administration of its policies in these areas to its duly constituted officers and committees.

Sec. 3.1. The Faculty of Arts and Sciences may make recommendations to the Provost and to the President of the College regarding any matter affecting the educational program of the College.

Sec. 3.2. The Faculty of Arts and Sciences, through adequate representation on general College committees and councils, shall participate in the establishment and administration, by such committees and councils, of policies on matters affecting the educational program such as (but not limited to) admissions, the College calendar, academic record-keeping, the development and use of the Library, research and publication, conditions of student life, extra-curricular events, nominations for honorary degrees, the selection of major administrative officials, and the determination of institutional priorities and the allocation of resources.

Article V

Elected Committees of the Faculty

Sec. 1. All elected committees shall have balanced representation from each of the three areas listed in Article I, Sec. 3. All committees shall report regularly to the Faculty.

Sec. 1.1. There shall be a Committee on Nominations and Elections consisting of nine members elected for terms of three years, three terms expiring annually. The Committee on Nominations and Elections shall elect its chair annually after the election of new members.

1996: Sec. 1.2. The Committee on Nominations and Elections shall actively seek out and nominate appropriate candidates for the office of Secretary and for all the elective committee chairs and memberships of the Faculty, except as otherwise specified in these Bylaws. In seeking out

candidates, the Committee shall take positive steps to secure the fullest and most representative participation of all members of the Faculty in Faculty governance, limited only by the availability, interests, and capabilities of individuals. It shall keep a record of all offices of the Faculty and shall inform the Faculty and its appropriate officers when vacancies in these offices occur by reason of expiration of terms of otherwise. ***In consultation with the Dean of the Faculty, it shall set the date of elections. At least one week in advance of elections, it shall make written nominations for vacant elective positions to the Faculty.*** It shall conduct all elections and in situations not provided for in these Bylaws it shall determine the elective procedure to be followed.

2005: Sec. 1.2. The Committee on Nominations and Elections shall actively seek out and nominate appropriate candidates for the office of Secretary and for all the elective committee chairs and memberships of the Faculty, except as otherwise specified in these Bylaws. In seeking out candidates, the Committee shall take positive steps to secure the fullest and most representative participation of all members of the Faculty in faculty governance, limited only by the availability, interests, and capabilities of individuals. It shall keep a record of all offices of the Faculty and shall inform the Faculty and its appropriate officers when vacancies in these offices occur by reason of expiration of terms of otherwise. ***At least one week in advance of elections, it shall provide to the Faculty written nominations for vacant elective positions.*** It shall conduct all elections and in situations not provided for in these Bylaws it shall determine the elective procedure to be followed.

Sec. 1.3. Candidates for vacancies on the Committee on Nominations and Elections shall be nominated by the Faculty Affairs Committee.

Sec. 1.4. Any member of the Faculty may suggest to the Committee on Nominations and Elections a candidate for nomination to any office, and nothing in the provisions of these Bylaws shall be construed as abridging the right of any member of the Faculty to make nominations from the floor, provided the nominee is of the appropriate area and accepts the nomination in person or in writing before the Faculty votes.

1996: Sec. 1.5. ***(formerly section 7)*** Elections shall be held for the Committee on Nominations and Elections in September and tenure shall commence upon election. Terms of all other elected committees shall commence at the beginning of the academic year following election. ***Elections shall be conducted at meetings of the Faculty.***

2005: Sec. 1.5. Elections shall be held for the Committee on Nominations and Elections in September and tenure shall commence upon election. Terms of all other elected committees shall commence at the beginning of

the academic year following election. *Elections shall be completed within one week of the meetings at which nominations are made.*

1996: Sec. 2.1. There shall be a Committee on Faculty Affairs consisting of the Dean of the Faculty *ex officio* and six members elected for terms of three years, two terms expiring annually. The Faculty shall elect the chair of the Committee on Faculty Affairs annually after the election of new members. *That person shall also serve on the Faculty Assembly Executive Committee (see Article VII, Sec. 5).*

2005: Sec. 2.1. There shall be a Faculty Affairs Committee consisting of the Dean of the Faculty *ex officio* and six members elected for terms of three years, two terms expiring annually. The Faculty shall elect the chair of the Faculty Affairs Committee annually after the election of new members.

Sec. 2.2. The Faculty Affairs Committee shall inform itself on current developments of any sort which may affect the educational function of the College or the welfare of the Faculty, review and assess these, and bring them to the attention of the President, the Provost, the Faculty, and committees of the Faculty, as may be appropriate, together with its recommendations for further study or action.

Sec. 2.3. The Faculty Affairs Committee shall coordinate the work of all other committees of the Faculty and, in consultation with their chairs, shall schedule their reports to the Faculty so as to ensure their timely and adequate consideration. This provision shall not be construed to prevent any member of the Faculty from requesting a committee report at any faculty meeting.

Sec. 2.4. When the College is not in session the Faculty Affairs Committee shall continue to serve its designated functions and may at its discretion act in behalf of the Faculty, provided a majority of the committee is available.

Sec. 3.1. There shall be an Educational Policy Committee. Its voting members shall consist of nine members of the Faculty of Arts and Sciences, one representative each from the schools of Education and Business, three students, and the Dean of Undergraduate Studies *ex officio*; non-voting advisory members shall include the Registrar, the Director of Academic Advising, and a representative of the Dean of University Libraries. The members of the Faculty of Arts and Sciences shall be elected for terms of three years, three terms expiring annually. The students shall be selected by an agency designated by the student body and must be certified by the Dean of the Faculty. The Faculty shall elect the chair of the Educational Policy Committee annually after the election of new members; that chair will be a member of the Faculty of Arts and Sciences. A quorum composed of six voting members from the Faculty of Arts and Sciences shall be necessary when deciding upon recommendations regarding educational policy.

Sec. 3.2. The Educational Policy Committee shall conduct a continuing study of the undergraduate educational program, regularly reviewing the educational policies and procedures of the Faculty. It shall review all recommendations and requests for changes in the undergraduate curriculum. It shall bring proposals involving changes in educational policy before the Faculty, together with its recommendations for action, but shall have authority to approve or disapprove any changes in the curriculum which do not alter existing policy.

Sec. 3.3. In performing its duties the Educational Policy Committee shall be empowered to call upon any member or group of the Faculty for advice and assistance.

Sec. 4.1. There shall be a Committee on Degrees consisting of the Dean of Undergraduate Studies as chair, and four members elected for terms of four years, one term expiring annually.

Sec. 4.2. The Committee on Degrees shall:

- a. evaluate academic credits transferred from other institutions for credit toward an undergraduate degree; and
- b. determine which students have completed the requirements for earned undergraduate degrees and certify their names to the Board of Visitors.

Sec. 4.3. In the exercise of its duties, the Committee on Degrees shall be empowered to waive the literal application of degree requirements whenever, in its judgment, special circumstances exist which justify such actions.

Sec. 5.1. There shall be a Committee on Academic Status consisting of six elected members, the Dean of Students, the Assistant Dean of Students and the Registrar. The elected members shall be elected for terms of three years, two terms expiring annually. After the election of new members, the Committee on Academic Status shall elect its chair from among the elected members.

Sec. 5.2. The Committee on Academic Status shall make recommendations to the Faculty regarding policy, and carry out existing policy, with respect to academic standards for continuation in residence and for academic classification.

1996: Sec. 6.1. There shall be an Advisory Committee on Retention, Promotion, and Tenure consisting of *six members* elected for terms of three years, two terms expiring annually. The Committee shall elect its chair from among its members annually after the election of new members. A committee member *absents* himself/herself from any decision affecting a member of his/her own department. In such cases, a former member of the Committee from the same area will serve as a substitute.

2005: Sec. 6.1. There shall be an Advisory Committee on Retention, Promotion, and Tenure consisting of *six tenured members*² elected for terms of three years, two terms expiring annually. The Committee shall elect its chair from among its members annually after the election of new members. A committee member *recuses* himself/herself from any decision affecting a member of his/her own department. *A committee member shall also recuse himself/herself from any decision affecting a Faculty member with whom he/she does not have an arm's-length relationship, or where there may be a conflict of interest.* In all such cases, a former member of the Committee from the same area will serve as a substitute.

Sec. 6.2. The Advisory Committee on Retention, Promotion, and Tenure shall review all recommendations made by departments of the Faculty of Arts and Sciences concerning the retention, promotion, or tenure of members of these departments. The comments resulting from such review shall be forwarded to the Dean of the Faculty.

Article VI

Other Committees of the Faculty

Sec. 1.1. Subject to the approval of the President, the Faculty may establish such standing committees as it deems necessary to exercise its responsibilities. The size and composition of such committees, which must have representation as is proper and adequate to their functions of teaching members of the Faculty, administrative officers, and students, shall be determined by the Dean of the Faculty with the advice of the Faculty Affairs Committee.

Sec. 1.2. There shall be a standing Committee on Graduate Studies which shall make recommendations to the Faculty regarding policy, and carry out established policy, with respect to admissions, curricula, degree requirements, and academic standards in programs leading to the degrees of Master of Arts, Master of Science, Doctor of Philosophy, and such other earned post-baccalaureate degrees as may fall within the jurisdiction of the Faculty; and, concurrently with other Faculties of the College, for all programs in which members of the Faculty of Arts and Sciences participate substantially. The Committee on Graduate Studies, of which the Dean of Research and Graduate Studies shall be chair, shall include the Dean of Graduate Studies of the School of Marine Science and the chairs of departments and directors of programs of the Faculty of Arts and Sciences offering graduate work or their respective representatives, and such other members of the Faculty as the Faculty Affairs Committee may recommend.

1996: Sec. 1.3. There shall be a standing Committee on Honors and Interdisciplinary Studies, which is appointed by the Dean and which serves as the supervisory committee for honors programs, and as the

² This change was approved by the Faculty of Arts and Sciences in May 2004.

curriculum committee for all minors and concentrations that award the **BA or BS** in Interdisciplinary Studies. In addition the committee shall serve as the advisory committee to the Charles Center.

2005: Sec. 1.3. There shall be a standing Committee on Honors and Interdisciplinary Studies, which is appointed by the Dean and which serves as the supervisory committee for honors programs, and as the curriculum committee for all minors and concentrations that award the ***Bachelor of Arts or Bachelor of Science degrees*** in Interdisciplinary Studies. In addition the committee shall serve as the advisory committee to the Charles Center.

1996: Sec. 1.4. There shall be specialized standing curricular committees which shall make recommendations to the Educational Policy Committee, the Graduate Studies Committee, or the Committee on Honors and Interdisciplinary Studies. ***The International Studies Committee***, the American Studies Committee, the Women's Studies Committee, the Public Policy Committee, and such others as may be established, may be elected or appointed. They shall conduct a continuing study of the educational policies and procedures in their areas of responsibility, generally supervise student program and advising, and review proposals involving educational policy. They shall bring proposals for change, together with their recommendations for action, to the appropriate standing committee of the Faculty, but they shall have authority to approve or disapprove any changes that do not alter existing policy. All curriculum changes must be approved by the Educational Policy Committee (see Article V, Sec. 3.2.).

2005: Sec. 1.4. There shall be specialized standing curricular committees which shall make recommendations to the Educational Policy Committee, the Graduate Studies Committee, or the Committee on Honors and Interdisciplinary Studies. ***The International Studies Curriculum and Academic Policy Committee***, the American Studies Committee, the Women's Studies Committee, the Public Policy Committee, ***the Black Studies Committee, the Environmental Science and Policy Committee, and such others*** as may be established, may be elected or appointed. They shall conduct a continuing study of the educational policies and procedures in their areas of responsibility, generally supervise student program and advising, and review proposals involving educational policy. They shall bring proposals for change, together with their recommendations for action, to the appropriate standing committee of the Faculty, but they shall have authority to approve or disapprove any changes that do not alter existing policy. All curriculum changes must be approved by the Educational Policy Committee (see Article V, Sec. 3.2.).

Sec. 1.5. Standing committees of the Faculty shall report regularly to the Faculty or to the appropriate curricular oversight committee regarding policy and its application in each area.

1996: Sec. 2. The Dean of the Faculty, with the advice of the FAC, shall nominate *to the Faculty Assembly Committee on Committees* members of the Faculty of Arts and Sciences to serve on standing committees of the College as a whole.

2005: Sec. 2. The Dean of the Faculty, with the advice of the Faculty Affairs Committee, shall nominate members of the Faculty of Arts and Sciences to serve on standing committees of the College as a whole.

Sec. 3. The Dean of the Faculty, with the advice of the Faculty Affairs Committee, may establish such *ad hoc* committees of the Faculty as he/she deems proper and appoint their members.

Article VII

The Faculty Assembly

1996: Sec. 1. The representatives of the Faculty of Arts and Sciences to the Faculty Assembly shall comprise *the six elected members of the Committee of Faculty Affairs* and a sufficient number of additional representatives elected by the Faculty to equal the number of representatives allocated to each *constituency (Area* – see Article I Sec. 3.) of the Faculty of Arts and Sciences by the Constitution of the Faculty Assembly.

2005: Sec. 1. The representatives of the Faculty of Arts and Sciences to the Faculty Assembly shall comprise *three members from the Faculty Affairs Committee, one from each area*, and a sufficient number of additional representatives elected by the Faculty to equal the number of representatives allocated to each *area* (see Article I, Sec. 3.) of the Faculty of Arts and Sciences by the Constitution of the Faculty Assembly.

1996: Sec. 2. All voting members of the Faculty of Arts and Sciences may vote for representatives of all three *constituencies* of the Faculty.

2005: Sec. 2. All voting members of the Faculty of Arts and Sciences may vote for representatives of all three *areas* of the Faculty.

1996: Sec. 3. The Nominating Committee shall nominate a sufficient number of candidates in addition to the elected members *of* the Committee of Faculty Affairs, who shall be elected as provided elsewhere in these Bylaws, so that the total number of representatives elected from each *constituency, including members of the Committee on Faculty Affairs,* shall equal the number of representatives allocated to that *constituency* by the Constitution of the Faculty Assembly. The Nominating Committee shall nominate at least two candidates for each position in the Assembly allocated to the Faculty of Arts and Sciences other than those held by elected members of the Committee on Faculty Affairs. Candidates for positions other than those held by members of the Committee on Faculty Affairs may also be nominated from the floor of the Faculty, provided the nominee is of the appropriate *constituency* and accepts the nomination in person or in writing before the Faculty votes.

2005: Sec. 3. The Committee on Nominations and Elections shall nominate a sufficient number of candidates in addition to the elected members *from* the Faculty Affairs Committee, who shall be elected as provided elsewhere in these Bylaws, so that the total number of representatives elected from each *area* shall equal the number of representatives allocated to that *area* by the Constitution of the Faculty Assembly. The Committee on Nominations and Elections shall nominate at least two candidates for each position in the Assembly allocated to the Faculty of Arts and Sciences other than those held by elected members of the Faculty Affairs Committee. Candidates for positions other than those held by members of the Faculty Affairs Committee may also be nominated from the floor of the Faculty, provided the nominee is of the appropriate *area* and accepts the nomination in person or in writing before the Faculty votes.

Sec. 4. The representatives of the Faculty Assembly shall designate one of their number to report at each regular meeting of the Faculty on the discussions and actions of the Faculty Assembly.

1996: Sec. 5. The Chair of the Faculty Affairs Committee shall be *one of the three Arts and Sciences representatives* on the Executive Committee of the Faculty Assembly.

2005: Sec. 5. The Chair of the Faculty Affairs Committee shall be on the Executive Committee of the Faculty Assembly *whenever possible*.

Article VIII

Amendments and Effective Date

Sec. 1. These Bylaws may be amended by a two-thirds vote at any meeting, provided that a copy of the proposed amendment shall have been sent to every member of the Faculty at least one week in advance.

Sec. 2. These Bylaws and any amendments shall become effective upon approval by the President and the Board of Visitors.