

Membership

The Faculty of Arts and Sciences shall be composed of the President, the Provost, the Secretary, the Dean of the Faculty of Arts and Sciences (hereinafter, Dean of Faculty), the Dean of Trinity College, and the members of the University faculty who are qualified to vote for the Academic Council and whose primary appointment is in a department or program of the Faculty of Arts and Sciences.

Meetings

The Faculty of Arts and Sciences shall meet at the call of the Dean of Faculty or of the Executive Committee of the Arts and Sciences Council or of thirty members of the Faculty of Arts and Sciences. The agenda shall be circulated at least five days in advance of the meeting. The chair of the Arts and Sciences Council shall preside.

Membership of Committees

Appointment to membership on committees authorized by the Faculty of Arts and Sciences or by the Arts and Sciences Council shall be made by the Dean of Faculty or the Dean of Trinity College upon nomination by the Executive Committee of the Arts and Sciences Council.

Amendment of Bylaws

The Bylaws of the Faculty of Arts and Sciences may be amended by a majority vote of those present at a meeting, provided the text of the proposed amendment has been circulated to the members at least ten days in advance of the meeting.

BYLAWS OF THE ARTS AND SCIENCES COUNCIL

(Approved by the Faculty of Arts and Sciences February 28, 1991; amended January 12, 1995)

The purposes of the Arts and Sciences Council shall be:

To represent the faculty and advise the dean(s) of Arts and Sciences with respect to: Arts and Sciences budget and priorities;

Faculty development and compensation;

Support and policy for faculty research;

Teaching, research and administrative facilities;

Organization of departments and units within the faculty;

Areas of interaction between graduate and undergraduate programs such as teaching assistantships, instructional budgets and teacher training;

Initiation of research and development of statistics relative to faculty matters;

Any other matters of particular concern to the Arts and Sciences faculty.

With particular respect to Trinity College, to: Determine and implement the broad objectives of undergraduate education;

Encourage the achievement and maintenance of high standards of teaching and scholarship;

Adopt academic regulations and legislate on curricular programs that use resources of, or grant undergraduate credit in, Arts and Sciences;

Consider all other matters affecting the academic and residential life and the learning environment of students and to make recommendations and adopt regulations where appropriate;

Adopt policies on admissions and financial aid to students;

Develop appropriate means of encouraging and recognizing academic achievement of superior quality among students.

Composition of the Council and Procedures for Election to the Council

Voting for and service on the Council are restricted to members of the Faculty of Arts and Sciences as defined in the bylaws of that faculty.

The units to be represented on the Arts and Sciences Council are as follows: Non-military departments;

Faculty members who are not voting members of departments in four groups of programs having the power of faculty appointment, defined as follows: Education (the Program in Education);

Arts (Drama, Dance and the Institute of the Arts);

Literature (the Asian and African Languages and Literatures Section and the Program in Literature);

Military (the three ROTC departments);

The Institute for Statistics and Decision Sciences;

Health, Physical Education and Recreation.

Members of the Council shall be elected by the faculty in the departments, programs and sections in Arts and Sciences according to the following procedures: Each unit as defined in section B will by democratic means nominate two candidates from its membership for its first ten members from the Faculty of Arts and Sciences, and one additional nominee for each additional five members or fraction thereof.

Voting is at large; each faculty member may cast ten votes.

The nominee from each unit with the most votes is elected to the Council.

An additional number equal to those elected under item 3 shall be elected from among all remaining nominees by plurality.

Unelected nominees will be considered alternates for their unit and alternates at large, in the order of number of votes received. Units having no alternate under this provision shall elect an alternate.

The term of office shall be two years, beginning on July 1.

The Dean of Faculty, the Dean of Trinity College, and the Dean of the Graduate School are ex officio members of the Council.

Vacancies. Vacancies on the Council between elections will be filled by an alternate as follows: if the member is his or her unit's only representative, by the unit's first alternate; otherwise, by the first alternate at large. Ties on the alternate list will be resolved by lot. If no further alternate is available under this provision, then the Executive Committee will designate one.

Temporary vacancies on the Council will be declared when a member gives prior notice of anticipated absence from three or more successive meetings of the Council due to leave or disability. An alternate will then be appointed according to paragraph 1 for the period of the absence. At the end of the absence the elected member will reassume Council membership and the alternate will reassume his or her position on the alternate list.

Except as provided in paragraph 2, a vacancy will be declared when an elected member has resigned or been absent for three consecutive meetings of the Council without accepted prior notice. The vacancy will be filled according to paragraph 1 after notification of the Council member.

Meetings of the Council

The Council will usually meet each month, September through April, and at other times at the call of its chair or Executive Committee or upon written request of ten of its members.

The presiding officer shall be the chair of the Council, who may cast a vote in the case of a tie. In the absence of the chair, the Executive Committee shall designate another of its members to preside.

A majority of the members of the Council shall constitute a quorum.

Unless executive session is declared by the presiding officer, Council meetings are open to all interested members of the University community, who may be recognized by the presiding officer as time permits. At the discretion of the Executive Committee, interested persons from other constituencies of the University may be invited to participate.

Members of the Council shall serve in person, and only members may vote, with the following exception: in the event that no council member from a given unit is able to attend a given meeting of the Council, the unit's alternate may serve as a voting member. No voting shall be allowed by deputy or proxy.

The agenda shall be mailed, at least five days in advance of the meetings, to all members of the Faculty of Arts and Sciences. Council action of a legislative nature shall be limited to the agenda except by recommendation of the Executive Committee.

The Executive Committee of the Council

Election of the Council Chair: At a meeting preceding the biennial election, a nominating committee named by the Executive Committee shall propose the names of two candidates to stand for election by the Faculty of Arts and Sciences. Additional nominations may be made by any fifteen members of the faculty.

The election of the chair shall take place at the same time as the general election, and the chair's term of office shall coincide with that of Council members.

The Executive Committee shall consist of six Council members, three elected each year, and the Council chair.

Each year the outgoing Executive Committee shall prepare two slates of three Council members each as nominees for the Executive Committee, taking care to assure a reasonable balance among the three curricular divisions of Humanities, Social Sciences, and Natural Sciences. These slates shall be submitted to the membership of the Council in advance of its first meeting of each academic year. Additional nominations may be received from the floor at that meeting, provided they have indicated their willingness to serve. At its first meeting the Council shall elect one from each pair or set of names by secret ballot.

Members of the Executive Committee shall remain members of the Council for the two years of their terms on the Committee.

No person shall be eligible for two successive full terms on the Executive Committee.

In the event of a vacancy, the Council at its next meeting shall elect a person to fill out the term.

The Executive Committee shall serve as committee on committees and as the agenda committee for both the Council and the Faculty of Arts and Sciences.

Amendments.

These Bylaws and the Articles of Organization (see following pages) may be amended by a majority vote of those present at a meeting of the Arts and Sciences Council provided the text of the proposed amendment has been circulated to the members at least ten days in advance of the meeting.

THE ARTS AND SCIENCES COUNCIL

Articles of Organization

(Revised 12 December 1991; amended April 1992, October 1994 and prior to August, 1998)

Committees of the Council: The standing committees of the Council shall be: Trinity College Academic Affairs

Curriculum Committee*

Student Life

Arts and Sciences Graduate Programs

Faculty Affairs

Facilities

Computing Committee*

Planning and Priorities

Officer Education

The Executive Committee shall allot to ad hoc committees, perhaps as subcommittees of standing committees, the responsibility of carrying out special tasks.

The committees of the Council and their chairs shall be nominated by the Executive Committee and appointed by either the Dean of Faculty or the Dean of Trinity College of Arts and Sciences (hereinafter called "the College") according to the division of responsibilities agreed upon by these deans and announced to the Council.

The committees of the Council shall perform the functions set forth in these Articles of Organization and such other functions as the Council may delegate to them subject to the following: in actions or decisions affecting individuals or departments the committees are expected to honor usual customs of due process, equal access, and judicial restraint;

an appeal from any committee action or failure to act in reasonable time shall be made to the Executive Committee and then to the Council itself.

The term of office for faculty members of these committees shall be three-year, staggered terms, and faculty members shall not serve more than two consecutive terms on the same committee.

Each standing committee shall meet at such times and places and upon such notice as it may determine. The chair of a standing committee shall file an annual report with the Executive Committee of the standing committee's meetings, deliberations, and actions.

A majority of the members of a standing committee shall be a quorum for the transaction of business.

Trinity College Academic Affairs Committee: Membership: Three faculty representatives each from the Humanities, the Social Sciences, and the Natural Sciences, including the Chair of the Council or another member of the Executive Committee of the Council; the Dean of Trinity College or the dean's representative; and two students (one-year terms).

Functions: The Trinity College Academic Affairs Committee shall be responsible for the oversight of the curriculum, advising, admissions and financial aid, Program II, the learning environment, courses, academic standards, honors, study abroad, and other activities concerned with the academic life of Trinity College. In order to carry out its responsibilities, the Committee will nominate faculty members to standing and ad hoc committees.

Curriculum Committee:

Membership: Two faculty members from each division, two students, one academic dean, University Registrar to serve ex officio, plus another faculty member to serve as chair of the Committee who will also serve as a member of the Academic Affairs Committee.

Functions: Exercise broad oversight of a structured undergraduate curriculum in pursuance of coherence, fairness, and necessary uniformity conducive to:

Familiarizing students with broadly different modes of thought and inquiry;

Exposing them to deep knowledge in a particular field or fields;

Enabling them to understand relationships among disciplines.

Student Life Committee: Membership: The chair, who will be a member of the Faculty of Arts and Sciences, and in addition, one faculty representative each from the Humanities, the Social Sciences, and the Natural Sciences, and the School of Engineering; two administrators, one each from Trinity College and Student Affairs; and six students representing diverse housing options, to be nominated by Duke Student Government (DSG) and approved by the Executive Committee of the Arts and Sciences Council. All members shall be appointed for two-year terms.

Functions: The Committee shall review and evaluate aspects of student life outside the classroom, including residential arrangements, cultural events, and social practices, as these

affect the learning environment of students in the College, and, on the basis of such study, recommend and support ways of modifying the life of students so as to improve their environment for learning.

Arts and Sciences Graduate Programs Committee: Membership: One graduate faculty representative each from the Humanities, the Social Sciences, and the Natural Sciences; the Dean of the Graduate School or the dean's representative; and one graduate student. Each faculty member shall be a member of the graduate faculty and be a member of an Arts and Sciences department or program that has a graduate degree program.

Functions: The Committee on Arts and Sciences Graduate Programs shall present issues to the Executive Committee of the Arts and Sciences Council that it may pass on to the Council concerning graduate education in Arts and Sciences. Such issues will include graduate funding, the size of graduate programs, assessing the quality of programs, creating programs, eliminating programs, graduate student teaching, and relations between faculty teaching of graduate students and faculty teaching of undergraduates. Whenever possible, the Committee on Arts and Sciences Graduate Programs will communicate with the Executive Committee of the Graduate Faculty to avoid unnecessary duplication of effort, to learn where that Executive Committee directs its attention, and to convey to it issues of special concern to graduate departments and programs in the Arts and Sciences.

Faculty Affairs Committee: Membership: Six faculty members, two each from the Humanities, the Social Sciences, and the Natural Sciences; the Dean of Faculty or the dean's representative. One of the faculty members shall be a sitting member of the Executive Committee of the Arts and Sciences Council.

Functions: The Committee shall consider the following matters, as these pertain specifically to Arts and Sciences faculty and are brought before it by the Dean of the Arts and Sciences, or the Arts and Sciences Council Executive Committee, or raised within the Committee itself:

Faculty compensation and benefits

Faculty appointment, renewal, tenure and promotion

Faculty research support and related resources and regulations

Faculty rights and responsibilities

Faculty equity issues

With regard to these matters the Committee shall, as appropriate, request studies to be prepared by the Office of Institutional Research or other sources; coordinate its activities with overlapping activities of the Academic Council; provide reports to the Council; and make recommendations to the Executive Committee and the Dean. The Committee shall oversee administration of research funds through the Arts and Sciences Research Council, and faculty teaching awards made through Trinity College.

Facilities Committee: Membership: Three faculty representatives, one each from the Humanities, the Social Sciences, and the Natural Sciences to include a minimum of one faculty member housed on East Campus and one housed on West Campus; the Dean of Faculty or the dean's representative; one graduate student; and one undergraduate student.

Functions: The Facilities Committee shall: Study and make recommendations to the Council and Deans concerning the needs, policies and priorities for all Arts and Sciences facilities. Such facilities include, but are not limited to: classrooms and classroom equipment

libraries

office and research space

communications services (telephone, mail, networks)

dining services (e.g., faculty commons)

Act as conduit or forum for comments and suggestions about facilities from the whole Arts and Sciences faculty.

Computing Committee:

Membership: Eight representatives with no fewer than two from each division (Humanities, Social Sciences, and Natural Sciences) serving three-year staggered terms; and one undergraduate student; and one graduate student; and ex officio a representative from the Dean of Arts and Sciences.

Functions: The Committee on Computing shall: Study and make appropriate recommendations to the council and deans concerning the needs and policies for computing support in Arts and Sciences. This includes hardware, software, networks, systems administration, training, and management.

In cooperation with the Planning and Priorities Committee, formulate and evaluate priorities for academic computing.

Act as a conduit or forum for comments and suggestions about computing from the whole Arts and Sciences faculty and student body.

Develop and maintain an informed base of technical opinion and expertise on all matters concerning computing in Arts and Sciences.

Planning and Priorities Committee: Membership: Two faculty representatives each from the Humanities, the Social Sciences, and the Natural Sciences; the chair of the Council or another member of the Executive Committee of the Council; and the Dean of Faculty and the Dean of Trinity College or the deans' representatives.

Functions: The Planning and Priorities Committee shall: advise the Dean of Faculty and the Dean of Trinity College regarding budgetary priorities and development strategies for Arts and Sciences;

inform and consult with the Executive Committee of the Council on a timely basis regarding emerging issues in the area of planning and priorities;

report annually to the Council and make recommendations where Council action or judgment is appropriate in the area of planning and priorities.

Officer Education Committee: Membership: One representative each from the Humanities, the Social Sciences, and the Natural Sciences; one representative from the School of Engineering; the Dean of Trinity College or the dean's representative; and one representative from each of the three ROTC programs.

Functions: The Committee on Officer Education shall: review the credentials of candidates for appointment in the three military departments and make recommendations to the Dean of Arts and Sciences;

periodically review the curriculum of the ROTC programs and, where necessary, make recommendations to the appropriate ASC committee.

Rules of Order

The Rules of Order compiled by Henry M. Robert shall be the standard of this Council.

Chairs of Council Committees, even if not members of the Council, may themselves place motions before the Council when they are presenting reports for their committees.

It shall be the ordinary practice not to take action on a matter of far-reaching importance (a matter involving a significant change of policy) until the meeting after the one at which it is presented for discussion. Exceptions to this practice may be recommended by the Executive Committee when it considers that the item under consideration requires immediate action.

November, 1998

*Retroactive inclusion of actions taken prior to August, 1998