

BYLAWS OF THE FACULTY OF ARTS AND SCIENCES

I. 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. A representative of the Engineering Faculty Council shall be an ex officio member of the Council.

II. 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.

III. 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.

IV. Amendment of Bylaws

The Bylaws of the Faculty of Arts and Sciences may be amended by a majority vote to 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

I. The purposes of the Arts and Sciences Council shall be:

- A. To represent the faculty and advise the dean(s) of Arts and Sciences with respect to:
 1. Arts and Sciences budget and priorities;
 2. Faculty development and compensation;
 3. Support and policy for faculty research;
 4. Teaching, research and administrative facilities;
 5. Organization of departments and units within the faculty;
 6. Areas of interaction between graduate and undergraduate programs such as teaching assistantships, instructional budgets and teacher training.
 7. Initiation of research and development of statistics relative to faculty matters.
 8. Any other matters of particular concern to the Arts and Sciences faculty.

- B. With particular respect to Trinity College, to:
1. Determine and implement the broad objectives of undergraduate education.
 2. Encourage the achievement and maintenance of high standards of teaching and scholarship;
 3. Adopt academic regulations and legislate on curricular programs that use resources of, or grant undergraduate credit in, Arts and Sciences;
 4. 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;
 5. Adopt policies on admissions and financial aid to students;
 6. Develop appropriate means of encouraging and recognizing academic achievement of superior quality among students.

II. Composition of the Council and Procedures for Election to the Council

- A. 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.
- B. The units to be represented on the Arts and Sciences Council are as follows:
1. Non-military departments;
 2. Faculty members who are not voting members of departments in four groups of programs having the power of faculty appointment, defined as follows:
 - a. Education (the Program in Education);
 - b. Arts (Theater Studies, Dance and the Institute of the Arts);
 - c. Literature (the Asian and African Languages and Literature section and the Program in Literature);
 - d. Military (the three ROTC departments);
 - e. The Institute for Statistics and Decision Sciences;
 - f. Health, Physical Education and Recreation
- C. 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:
1. 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.
 2. Voting is at large; each faculty member may cast ten votes.
 3. The nominee from each unit with the most votes is elected to the Council.
 4. An additional number equal to those elected under item 3 shall be elected from among all remaining nominees by plurality.
 5. 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.
- D. The term of office shall be two years, beginning on July 1.

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

F. Vacancies

1. 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.
2. 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 I 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.
3. 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 I after notification of the Council member.

III. Meetings of the Council

- A. The Council will usually meet each month, September through May, and at other times at the call of its chair or Executive Committee or upon written request of ten of its members.
- B. 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.
- C. A majority of the members of the Council shall constitute a quorum.
- D. 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 person from other constituencies of the University may be invited to participate.
- E. Members of the Council shall serve in person, and only members may vote, with the following exceptions: 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.
- F. 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.

IV. The Executive Committee of the Council

A. Election of the Council Chair:

1. At a meeting preceding the biennial election, a nominations 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.

2. 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.
- B. The Executive Committee shall consist of six Council members, three elected each year, and the Council chair.
- C. 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.
- D. Members of the Executive Committee shall remain members of the Council for two years of their terms on the Committee.
- E. No person shall be eligible for two successive full terms on the Executive Committee.
- F. In the event of a vacancy, the Council at its next meeting shall elect a person to fill out the term.
- G. 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.

V. 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.

VI. The Standing Committees of the Arts and Sciences Council shall be:

- A. The Committee on Computing
- B. The Committee on Courses
- C. The Committee on Curriculum
- D. The Committee on Faculty Research
- E. The Committee on Officer Education
- F. The Committee on Program II
- G. The Committee on Study Abroad
- H. The Committee on Teaching

VII. Arts and Sciences Committee on Computing

1. Functions

The Committee on Computing shall:

1. 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.
2. In cooperation with the Planning and Priorities Committee, formulate and evaluate priorities for academic computing.

3. Act as a conduit or forum for comments and suggestions about computing from the whole Arts and Sciences faculty and student body.
4. Develop and maintain an informed base of technical opinion and expertise on all matters concerning computing in Arts and Sciences.
5. Represent Arts and Sciences on university-wide computing issues.

2. Membership

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

VIII. The Committee on Courses

1. Functions

The Committee on Courses shall:

1. Approve/disapprove new courses, including house courses;
2. Approve/disapprove C2K coding requests;
3. In conjunction with the director of the Center for Teaching, Learning, and Writing, approve/disapprove "Writing" Designations for the C2K writing in the discipline requirement; (This activity will be facilitated by having a member of the Center for Teaching, Learning and Writing advisory committee be a member of the Course Committee.)
4. Assume other responsibilities determine by the experience of the first year.

Membership:

One representative each from the Humanities, Social Sciences, and Natural Sciences (three-year staggered terms); one Academic dean; and one student.

IX. Committee on Curriculum

1. Function

The Committee on Curriculum shall:

1. address general issues associated with the old curriculum as well as C2K.
 2. address proposals for new majors and programs.
 3. determine scheduling and implementation of necessary program reviews.
 4. address issues of Honors and Academic Standards.
 5. assume other responsibilities determined by the experience of the first year.
2. Membership: Two representatives each from the Humanities, Social Sciences, and Natural Sciences (three-year staggered terms); one academic dean; the university registrar, and two students.

X. Committee on Faculty Research

1. Function

The Committee on Faculty Research shall:

1. be concerned with issues related to Arts and Sciences faculty research including, but not limited to, the atmosphere and support for conducting research within Arts and Sciences
 2. incorporate the current activities of the Research Council including the development of policies relating to the allocations of Research control funds.
 3. assume other responsibilities determined by the experience of the first year.
2. Membership: Two representatives each from the Humanities, Social Sciences, and Natural Sciences (three-year staggered terms).

XI. Committee on Officer Education

1. Function

The Committee on Officer Education shall:

1. review the credentials of candidates for appointment in the three military departments and make recommendations to the Dean of Arts and Sciences
 2. periodically review the curriculum of the ROTC programs and, where necessary, make recommendations to the appropriate Arts and Sciences Council committee.
2. Membership: One representative each from the Humanities, Social Sciences, and Natural Sciences (three-year staggered terms), one representative from the School of Engineering; one academic dean; and one representative from each of the three ROTC programs.

XII. Committee on Program II

1. Function

The Committee on Program II shall:

1. study and make appropriate recommendations to the council with respect to Program II in the College
 2. admit students to program II and approve their programs and any later modification thereof.
3. Membership: One representative each from the Humanities, Social Sciences, and Natural Sciences (three-year staggered terms); one administrator; and one student.

XIII. Committee of Study Abroad

1. Function

The Committee of Study Abroad shall:

1. recommend to the Council appropriate regulations for study abroad and foreign academic exchange programs.
2. recommend guidelines for determining transfer credit to Duke for academic work done abroad.
3. approve academic changes (deletions, revisions, and additions) in study abroad programs that have been endorsed earlier by Duke.

4. recommend new Duke-sponsored study abroad programs to the Dean of the College following a careful review of detailed proposals.
 5. review every three to five years Duke-sponsored by other universities in terms of changing educational and academic needs at Duke.
2. Membership: One representative from one of the foreign language departments; one from Social Sciences; one from Natural Sciences (three-year staggered terms); one academic dean and one administrator representing the Summer Session Office; and one student.

XIII. Committee on Teaching

1. Functions

The Committee on Teaching shall:

1. work with the administration to enhance the Arts and Sciences teaching awards program and to select teaching awards winners from the various nominees.
2. work with the Center for Teaching, Learning and Writing on mechanisms to enhance teaching for individual faculty as well as graduate student teaching assistants.
3. work with the Committee on Computing to identify issues associated with the effective use of technology in the classrooms.
4. assume other responsibilities determined by the experience of the first year.

Membership: One representative each from the Humanities, Social Sciences, and Natural Sciences; one student; one academic dean.

