

Arts & Sciences Council

Bylaws

Proposed Revisions

- 1) Advisory Role
- 2) Executive Secretary

Advisory Role

I. Purposes

As a faculty elective body, the Arts and Sciences Council represents the faculty and advises the Dean of Arts and Sciences and the Dean of Trinity College. The Council acts as a legislative body to approve the curriculum and academic regulations and policies for Trinity College undergraduates.

- A. Advisory to the Dean of Arts and Sciences:** The Arts and Sciences Council shall represent the faculty and advise the Dean of Arts and Sciences with respect to policy and priorities concerning issues that come before the Dean including budget; 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, and instructional budgets and teacher training. The Council is not limited to these issues but may investigate and express its views on any other matters of particular concern to the Arts and Sciences faculty.
- B. Advisory to the Dean of Trinity College:** The Arts and Sciences Council shall advise and assist the Dean of Trinity College in all aspects of undergraduate education. The Council shall insist that the highest academic standards be imposed in all undergraduate programs. The Council shall 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 make recommendations and adopt regulations where appropriate; recommend policies on admissions and financial aid to students; and develop appropriate means of encouraging and recognizing academic achievement of superior quality among students.

Revised

Advisory Role

I. Purposes

As a faculty elective body, the Arts and Sciences Council represents the faculty and advises the Dean of Arts and Sciences **and other relevant administrators**. The Council acts as a legislative body to approve the curriculum and academic regulations and policies for Trinity College undergraduates.

- A. Advisory on Policies, Priorities, and Procedures:** The Arts and Sciences Council shall represent the faculty and advise the Dean of Arts and Sciences with respect to **policies, priorities, and procedures** concerning issues that come before the Dean including budget; 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, and instructional budgets and teacher training. The Council is not limited to these issues but may investigate and express its views on any other matters of particular concern to the Arts and Sciences faculty.
- B. Advisory on Undergraduate Education:** The Arts and Sciences Council shall advise and assist the **Dean of Arts & Sciences and the Dean of Undergraduate Education** in all aspects of undergraduate education. The Council shall insist that the highest academic standards be imposed in all undergraduate programs. The Council shall 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 make recommendations and adopt regulations where appropriate; recommend policies on admissions and financial aid to students; and develop appropriate means of encouraging and recognizing academic achievement of superior quality among students.

Current

Executive Secretary

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

A. Membership

B. Terms of Office

C. The Chair of the Arts & Sciences Council

D. Executive Secretary to the Council: The Chair of the Council shall appoint an Executive Secretary to the Council from the Arts and Sciences Faculty or from among the body of retired Arts and Sciences Faculty. The Executive Secretary shall distribute the minutes of Council meetings to the faculty at large as required in the Bylaws. The Executive Secretary shall distribute notices of council meetings and the agenda to the faculty at large well in advance of such meetings. The Executive Secretary shall schedule the rooms to be used for these meetings. The Executive Secretary, in cooperation with the Committee on Nominations, shall conduct elections to the Council and to the Chairmanship of the Council. The Executive Secretary shall assemble and preserve in good order all minutes and official records of the Council. The Executive Secretary shall have a stipend, staff assistance and office space as determined by the Dean of Arts and Sciences. The Secretary shall have no fixed term but shall serve at the pleasure of the Chair of the Council.

Revised

Executive Secretary

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

A. Membership

B. Terms of Office

C. The Chair of the Arts & Sciences Council

D. Executive Secretary to the Council: The Chair of the Council shall appoint an Executive Secretary to the Council from the Arts and Sciences Faculty, **either active or retired**. The Executive Secretary shall **prepare** the minutes of Council meetings **and provide them to the Chair for review**. The Executive Secretary **or Council staff shall perform other duties such as distributing minutes**, notices of **C**ouncil meetings, and the agenda to the faculty at large in advance of such meetings. The Executive Secretary **or Council staff** shall assemble and preserve in good order all minutes and official records of the Council. The Executive Secretary shall have a stipend **and other support** as determined by the Dean of Arts and Sciences. The Secretary shall have no fixed term but shall serve at the pleasure of the Chair of the Council.