

Approved March 4, 2004

## **BYLAWS OF THE ARTS AND SCIENCES COUNCIL**

### **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.

### **II Composition of the Council and Procedures for Election to the Council**

**A Membership:** The Arts and Sciences Council shall consist of a Chair and representatives of Arts and Sciences departments and programs that have regular rank faculty with primary appointments in that program. Except for the three military departments, which shall have one member and one alternate representing the three departments, each department or program shall have one representative and one alternate. Members shall be elected by the Faculty of Arts and Sciences. The Faculty of Arts and Sciences shall be composed of 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. The Chair may hold a primary appointment in any Division. The Dean of Arts and Sciences, the Dean of Trinity College, and a representative of the Engineering Faculty Council are ex-officio members of the Council.

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**B Terms of Office:** The Chair and members of the Arts and Sciences Council shall serve three-year terms. The term of the Chair shall begin on May 15, and the terms of Members shall begin on August 1. Upon adoption of these bylaws, the first election for members will provide for staggered terms of office. After the first election all terms shall be for three years.

**C The Chair of the Arts and Sciences Council:** The Chair of the Arts and Sciences Council shall preside over all meetings of the Council. The Chair shall make appointments to the Standing and Ad Hoc Committees of the Council in accordance with the Bylaws. The Chair shall head the Executive Committee and preside over all of its meetings. The Chair, in consultation with the Executive Committee, shall set the agenda for Council meetings. The Chair, in consultation with the Executive Committee, shall oversee all activities of the Council and its Committees. The Chair shall be the formal representative of the Arts and Sciences Faculty on all occasions when such representation is required. If the Chair is absent or indisposed, a member of the Executive Committee shall preside over meetings of the Arts and 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.

**E Election to the Council:** The Nominating Committee shall administer elections for membership to the Council as follows: In early March, the Nominating Committee shall send a request for nominations to all Arts and Sciences Faculty instructing each faculty member to nominate two members of their primary department or program to stand for election. The two nominees, or in the case of a tie up to three nominees, who receive the most nominations within each department or program and who agree to serve will be placed on the final ballot for that department. If a department fails to respond adequately, the Nominating Committee, in consultation with the Chair of the department, will seek additional nominations within the department. Before March 31, the faculty shall vote for one of the candidates from their primary department or program, and the candidate with the most votes will become a Council Member. The other candidate will serve as Alternate. Voting shall be by secret ballot either by mail or by electronic means. Votes shall be

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tallied promptly by the members of the Nominating Committee and the Executive Secretary who shall notify the faculty of the results without delay.

**F Election to the Chairship:** The Chair of the Arts and Sciences Council shall be elected in an at-large election simultaneously with the election for ordinary Members of the Council. The Faculty of Arts and Sciences shall be presented with a slate of at least two faculty who have agreed to serve. The ballots shall provide for write-in candidates. The candidate with the highest vote shall win. Voting shall be by secret ballot either by mail or by electronic means. Votes shall be tallied by the Nominating Committee and the Executive Secretary, who shall promptly notify the faculty of the result.

**G Vacancies:** Vacancies may occur in the event of an extended absence of an elected Member for academic leave or other reasons or by death, retirement or resignation from the University. When notified of either a temporary or permanent vacancy, the Chair shall appoint a replacement Member of Council. Replacement Members shall be appointed from the list of Alternate Members of Council (see below). Replacement Members shall serve either until the Member returns or until the next election.

**H Alternates:** Unelected nominees to membership in the Council from the last election shall be considered Alternate Members of Council. If no Alternate is available for a department or program, the Chair of the Council, in consultation with the Executive Committee and the Department Chair, shall appoint a new Member from the faculty of the Department to be represented.

### **III Meetings of the Council**

**A Scheduled Meetings:** The Arts and Sciences Council shall meet regularly once a month on the second Thursday of each full month of the academic year. The Chair may cancel regularly scheduled meetings for lack of business. The Council may also meet at other times upon the call of the Chair or upon the written request of five or more Members or by written request of twenty or more Arts and Sciences faculty.

**B Agenda:** The agenda fixed by the Executive Committee shall be transmitted by electronic means at least five days in advance of each meeting of the Council to all members of the Arts and Sciences faculty.

**C Minutes:** Minutes of each meeting shall be taken by the Executive Secretary of the Council and promptly distributed in draft form to the entire faculty by electronic means. Minutes may be corrected by Council Members when they are approved at the following meeting.

**D Voting Rights:** Members of the Council shall serve in person and only members can vote. Each elected member of the Council shall have one vote on issues before the Council in its meetings. Ex-

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officio members have no voting rights in the Council. Proxy votes are not permitted. The Chair shall not vote except in the case of a tie vote.

**E Rules of Procedure:** The Council shall follow the rules set out in Robert's Rules of Order.

**F Quorum:** One half of the elected Members of the Council must be present to constitute a quorum.

**G Absenteeism:** The Chair, acting with the advice of the Executive Committee, may ask any Member to resign if he or she is absent without cause from an excessive number of Council meetings. The resulting vacancy will be filled by an Alternate Member of Council as specified in the bylaws.

**H Open Meetings:** Council meetings are open to all interested members of the University community and to the public. At the discretion of the Chair, non-Council members may be recognized to speak. The Chair may at any time declare a closed executive session for discussion of personnel or other sensitive matters.

**I Parliamentarian:** The Chair shall appoint one Member to serve as Parliamentarian who is conversant with the Council Bylaws and Robert's Rules of Order. The Parliamentarian shall advise the Chair on proper procedures for meetings and rule on contested points of order.

**J Meetings of the Arts and Sciences Faculty:** The Chair and the Executive Committee may call a meeting of the entire Arts and Sciences Faculty at any time. The agenda for the meeting must be distributed to all faculty at least ten days in advance of the meeting.

#### **IV The Executive Committee of the Council**

**A Composition:** The Executive Committee shall consist of eight persons: the Chair, two Members from each academic division who are also Members of the Council, and ex officio the Dean of Arts and Sciences. Each spring the outgoing Executive Committee, in consultation with the newly elected Chair, shall prepare two slates of two Council members each who are drawn from the membership of the newly elected Council, taking care to assure a reasonable balance among the three curricular divisions of Humanities, Social Sciences, and National Sciences as Members rotate off the Executive Committee. These slates shall be submitted to the membership of the Council in advance of the final meeting of the academic year. Additional nominations may be received from the floor at that meeting, provided they have indicated their willingness to serve. At the final meeting, the Council shall elect one from each pair or set of names by secret ballot.

**B Function:** The Executive Committee shall advise the Chair in all matters pertinent to the work of the Council. The Executive Committee shall set the agenda for each meeting of the Council. The Executive Committee shall serve as the Committee on Committees and must approve all appointments to Standing and Ad Hoc committees of the Council.

**C Meetings:** The Executive Committee shall meet at the call of the Chair.

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## **V Changes to Bylaws**

These Bylaws may be amended by a two-thirds vote of those Members present at a meeting of the Arts and Sciences Council. Notice of a proposed change in the bylaws must be circulated to the Members and to all Faculty in Arts and Sciences at least two weeks in advance of a meeting.

## **VI Duties of Members and Standing Committees**

**A Committee Portfolios:** The Chair shall assign a portfolio of committee responsibilities to each Members of the Executive Committee each year. Each Member shall be an ex officio, non-voting member of one or more Standing or Ad Hoc committees of the Council as designated by the Chair. Each Member shall ensure that there is a stable reporting relationship between the Standing or Ad Hoc committee and the Council and shall act as a liaison between the committees to which he or she has been assigned and the Council.

**B Standing Committees:** The Chair in consultation with the Executive Committee shall appoint the Chairs and all faculty members to all Standing Committees of the Council except for the Committees on Information Technology, Courses, Curriculum and Study Abroad. The Dean of Arts and Sciences shall appoint the chairs and members of the latter four committees from a list of nominees submitted by the Chair of the Council. The Chair, Executive Committee and Council are charged with actively monitoring the activities of the standing committees. Members of all Standing Committees shall be appointed for three year terms. The duties and membership of the various Standing Committees shall be as follows:

**1 Committee on Nominations:** The Committee on Nominations shall assemble slates of candidates required for the elections to the Arts and Sciences Council and for the Chair of the Arts and Sciences Council. The Committee on Nominations shall identify faculty members willing to serve on the Standing Committees and Ad Hoc Committees of the Council and forward those lists to the Chair and the Executive Committee. The Nominations Committee shall conduct annual elections and tabulate the results.

**Membership:** At the beginning of each academic year, the Chair of the Arts and Sciences Council, in consultation with the Executive Committee, shall appoint a Nominations Committee. The Nominations Committee shall consist of a Chair and three additional members. The Chair and ordinary members of the Committee on Nominations shall all be elected members of the Arts and Sciences Council. Each academic division shall be represented by at least one member of the Nominations Committee.

**2 Committee on Information Technology:** 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

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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; and represent Arts and Sciences on university-wide computing issues.

**Membership:** The Committee on Information Technology shall consist of twelve members: a Chair appointed from the Arts and Sciences faculty at large; two faculty representatives from each division (Humanities, Social Sciences, and Natural Sciences) one undergraduate student nominated by Duke Student Government; one graduate student nominated by the Graduate and Professional Students Council; ex officio a representative from the Dean of Arts and Sciences; ex officio a representative from the Center for Instructional Technology; and one ex officio Member of the Executive Committee.

**3 Committee on Faculty Research:** The Committee on Faculty Research has two responsibilities: a) It shall administer the awarding of grants for research and for conference travel made available each year by the Dean of Arts and Sciences, and b) it shall address larger issues of research that are important for Arts and Sciences faculty.

**Membership:** The Committee on Faculty Research shall consist of ten members: a Chair appointed from the Arts and Sciences faculty at large, eight additional faculty distributed so that the 3 Divisions (Humanities, Social Sciences, and Natural Sciences) are equally represented; and ex officio a Member of the Executive Committee. One of the members from each Division shall be designated the chair of a subcommittee formed for the purpose of evaluating proposals for funding. The membership of the subcommittees shall be drawn from the membership of the full committee.

**4 The Committee on Courses:** The Committee on Courses shall insist on the highest academic standards in both undergraduate and graduate courses offered by the Faculty of Arts and Sciences. The Committee shall approve or disapprove new courses, including house courses. The Committee shall ensure proper and appropriate academic credit, classification and labeling of all courses in accordance with the stipulations of the current curriculum.

**Membership:** The Committee on Courses shall consist of seven members: a Chair appointed from the Arts and Sciences faculty at large; one faculty representative from each division (Humanities, Social Sciences, and Natural Sciences); one undergraduate student nominated by Duke Student Government; ex officio a representative from the Dean of Trinity College; and ex officio, a Member of the Executive Committee.

**5 The Committee on Curriculum:** The Committee on Curriculum shall address general issues associated with the curriculum as described in the Undergraduate Bulletin to ensure that the Bulletin accurately represents what Departments and programs offer and that those offerings are in keeping with the policies established by the Arts and Sciences Council; address proposals for new majors,

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minors, and programs; review proposals by Departments to change their majors; and determine scheduling and implementation of necessary program reviews.

**Membership:** The Committee on Curriculum shall consist of eleven members: a Chair appointed from the Arts and Sciences; two faculty representatives from each division (Humanities, Social Sciences, and Natural Sciences); one undergraduate student nominated by Duke Student Government; ex officio a representative from the Dean of Trinity College; ex officio a representative from the Registrar's Office; and ex officio a Member of the Executive Committee.

**6 The Committee on Officer Education:** 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. The Committee shall periodically review the curriculum of the ROTC programs and report the results of that review to the Council.

**Membership:** The Committee on Officer Education shall consist of eight members: a Chair appointed from the faculty of Arts and Sciences at large; one faculty representative from the faculty of Arts and Sciences; one faculty representative from each of the ROTC faculties (Army, Navy and Air Force); one faculty member from the Pratt School of Engineering; ex officio a representative from the Dean of Arts and Sciences; and ex officio a Member of the Executive Committee.

**7 The Committee on Program II:** The Committee on Program II shall study and make appropriate recommendations to the Dean of Trinity College and to the Council with respect to Program II and its relationship to the broader curriculum. The Committee shall admit students to Program II and approve their programs and any later modification thereof.

**Membership:** The Committee on Program II shall consist of seven members: a Chair appointed from the faculty of Arts and Sciences at large; one faculty representative from each division (Humanities, Social Sciences, and Natural Sciences); one undergraduate student nominated by Duke Student Government; ex officio a representative of the Dean of Trinity College; and ex officio a Member of the Executive Committee.

**8 Committee on Study Abroad:** The Committee on Study Abroad shall recommend to the Dean of Trinity College and to the Council appropriate regulations for study abroad and foreign academic exchange programs. The Committee shall recommend guidelines for determining transfer credit to Duke for academic work done abroad. It shall approve academic changes (deletions, revisions, and additions) in study abroad programs that have been previously endorsed by Duke. It shall recommend new Duke-sponsored study abroad programs to the Dean of the College following a careful review of detailed proposals. It shall review periodically all Duke-sponsored and approved programs for study abroad in terms of changing educational and academic needs at Duke.

**Membership:** The Committee on Study Abroad shall consist of eleven members: a Chair appointed from the faculty of Arts and Sciences at large; one faculty representative from one of the foreign language departments; one faculty member from each Division (Humanities, Social Sciences and Natural Sciences); one faculty member from the Pratt School of Engineering; one undergraduate

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student nominated by Duke Student Government, ex officio the Director of the Office of Study Abroad;; ex officio one representative appointed by the Dean of Trinity College; ex officio one representative appointed by the Vice Provost for International Affairs; and ex officio a Member of the Executive Committee.

**9 Committee on Undergraduate Teaching, Academic Standards and Honors:** The Committee on Undergraduate Teaching, Academic Standards and Honors shall concern itself with the enhancement of the teaching of undergraduates in Trinity College, with the enforcement of the highest academic standards in undergraduate teaching, and with the establishment and review of the standards for academic honors. The Committee shall administer the annual teaching awards program, acting as a review committee to select teaching award winners from among the various nominees. The Committee shall also recommend requirements and review standards for the awarding of academic honors and graduation with distinction approve distinction programs from individual academic units administer undergraduate honors convocations, and concern itself overall with the means of recognizing and encouraging academic excellence.

**Membership:** The Committee on Undergraduate Teaching shall consist of ten members: a Chair appointed from the faculty of Arts and Sciences at large; one faculty representative from each division (Humanities, Social Sciences, and Natural Sciences); one graduate student nominated by the Graduate and Professional Students Council, one undergraduate student nominated by Duke Student Government, ex officio a representative from the Dean of Trinity College, ex officio the Director of the Center for Teaching, Learning and Writing, ex officio the Director of Focus Programs; and one ex officio Member of the Executive Committee.

**10 Committee on Faculty-Student Interaction:** The Committee on Faculty-Student Interaction shall concern itself with enhancing advising and other faculty encounters with undergraduate students outside the formal classroom setting. The Committee shall work closely with the Committee on Undergraduate Teaching. The Committee shall have monitoring responsibilities for Pre-Major Advising and upper-class advising, for the House Course program, for the Faculty in Residence Program, and for the Faculty Associates Program.

**Membership:** The Committee on Faculty-Student Interaction shall consist of eight members: a Chair appointed from the faculty of Arts and Sciences at large; one faculty representative from each Arts and Sciences division (Humanities, Social Sciences, and Natural Sciences); one faculty representative from the Pratt School of Engineering; one undergraduate student nominated by Duke Student Government, ex officio one representative appointed by the Dean of Trinity College; ex officio one representative appointed by the Vice-President for Student Affairs; ex officio the Director of the Center for Teaching, Learning and Writing; and ex officio a Member of the Executive Committee.