

BYLAWS
Faculty of Arts and Sciences
College of William and Mary
April 3, 2012
as amended May 6, 2014

Article I
Definition of the Faculty

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, the Dean of Honors and Interdisciplinary Studies, the Dean for Educational Policy, 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:

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.

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 the written petition of at least twenty-five members of the Faculty.

Sec. 3. Forty members of the Faculty shall constitute a quorum.

Sec. 4. No 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 Faculty Affairs Committee and the text thereof transmitted by the Faculty Affairs Committee 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.

Sec. 7. The Faculty of Arts and Sciences will conduct votes electronically for the purpose of electing committee members. After the written version of the proposed slate for committees has gone out in accordance with Article V, Sec. 1.2 below, at the subsequent meeting of the Faculty of Arts and Sciences, the Committee on Nominations and Elections will present the slate for committee elections and take nominations from the floor. Within one day of that meeting, electronic balloting for committee slots will be open for a period of one week.

Article IV
Responsibilities of the Faculty

Sec. 1. The Faculty of Arts and Sciences, as one of the constituent bodies of the College, shares 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 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.

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 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. At least one week in advance of elections, the Committee on Nominations and Elections shall provide to the Faculty written nominations for vacant elective positions. 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.

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.

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 except when the election is being held to fill a replacement for a faculty member who is on leave or has vacated the position early. In these instances tenure shall commence upon election. Elections shall be completed within one week of the meetings at which nominations are made.

Sec. 2.1. There shall be a Faculty Affairs Committee consisting of the Dean of the Faculty *ex officio* and six tenured 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 on behalf of the Faculty, provided a majority of the committee is available.

Sec. 3.1. There shall be a Educational Policy Committee: Its voting members shall consist of nine Arts and Sciences faculty members, one representative each from the schools of Education and Business, three students, and the Dean for Educational Policy *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. There shall be at least one member from each area.

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. The Dean of Undergraduate Studies shall vote on policies and petitions only in the case of a tie among the elected committee members. Representatives of the University Registrar's Office, the Office of Academic Advising, and the Dean of Students Office may participate in committee proceedings in an advisory (non-voting) capacity.

Sec. 4.2. The Committee on Degrees shall:

- a. evaluate academic credits transferred from other institutions for credit toward an undergraduate degree, and
- b. in consultation with the Office of the University Registrar, 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 Dean of Undergraduate Studies, and the University 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. Representatives of the Registrar's Office, the Office of Academic Advising, and the Office of the Dean of Students may participate in committee proceedings in an advisory (non-voting) capacity.

Sec. 5.2. The Committee on Academic Status has three functions: 1) hearing individual student requests for exception to academic rules and regulations not directly related to fulfillment of degree requirements, grade changes, and transfer credits; 2) reviewing, at the end of each semester, the academic progress of students in academic difficulty and making continuance determinations; and 3) occasionally recommending changes in academic policy, based upon considerations prompted by individual requests.

Sec. 6.1. There shall be an Advisory Committee on Retention, Promotion, and Tenure consisting of six tenured 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 shall recuse himself/herself from any decision affecting a member of his/her own department. A committee member shall reveal if he or she does not have an arm's-length relationship, or if there is a potential conflict of interest; the committee shall then decide whether recusal is warranted. 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.

Sec. 7.1. There shall be a Committee on Faculty Awards, Prizes and Professorships (CFAPP) consisting of six voting members from the Arts and Sciences faculty (two each from Areas I, II, and III). In addition, one ex officio representative from the Dean of the Faculty of Arts and Sciences Office will be selected by the Dean of the Faculty of Arts and Sciences to serve on the committee in an advisory role. Voting members of CFAPP will be elected and serve for three years, and must be tenured. Election will be staggered, with two members being elected each year.

Sec. 7.2. The CFAPP, in cooperation with the Dean of the Faculty, will review and suggest revisions to solicitations for awards, prizes, and professorships, and will suggest methods of advertising solicitations that reach as many faculty as possible. The CFAPP will monitor and review the procedures for solicitation, nomination, and selection of awards, prizes, and professorships, and it will recommend changes with the goal of improving efficiency, transparency, participation, and fairness.

Sec. 7.3. By September 1 each year, the Dean of the Faculty of Arts and Sciences Office should provide a list to CFAPP of all Arts and Sciences Faculty who have current awards, prizes, and professorships and are required to serve on review committees in the upcoming academic year. At the same time, the Dean's Office should provide a list to CFAPP of all likely awards, prizes, and professorship solicitations for the upcoming academic year. The CFAPP will then make recommendations to the Dean of the Faculty for review committee membership. Except for awards, prizes, and professorships with existing committee structures, at least one CFAPP faculty member will be part of each review committee for A&S eligible awards, prizes, and professorships.

Sec. 7.4. The Dean of the Faculty will make available to CFAPP an ongoing annual record of all nominees and awardees for all awards, prizes, and professorships. Using this record, the CFAPP will attempt to identify inequities in the nominations for, and selection and distribution of, awards, prizes, and professorships within Arts and Sciences, and make recommendations to the Dean of the Faculty to remedy these issues.

Sec. 7.5. The CFAPP will report once per year to the Faculty Affairs Committee and the Faculty of Arts and Sciences, including numbers of nominees; numbers of awards, professorships, and prizes; and names of faculty members to whom awards were given. The CFAPP will serve as a contact for A&S Faculty with compliments, concerns, and/or recommendations about the process of soliciting, nominating, and selecting awards, prizes, and professorships.

Sec. 7.6. CFAPP members are eligible for all awards, prizes, and professorships during their tenure on the committee. CFAPP members that hold awards, professorships, or prizes are exempt from the requirement of serving on review committees, as their service on CFAPP is considered to fulfill that requirement.

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.

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 majors and minors 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.

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 Study Abroad 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.

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

Sec. 1. The representatives of the Faculty of Arts and Sciences to the Faculty Assembly shall comprise no fewer than 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.

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

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.

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.