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## College of Liberal Arts and Sciences Bylaws

College of Liberal Arts and Sciences, University of Maine

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University of Maine  
COLLEGE OF LIBERAL ARTS AND SCIENCES

BYLAWS

***I. PURPOSE***

These bylaws define the organization of the faculty of the College of Liberal Arts and Sciences (CLAS).

***II. AUTHORITY***

The faculty shall be the policy-making and legislative body of the College.

***III. MEMBERSHIP***

Voting members of the faculty of the College of Liberal Arts and Sciences shall consist of: the dean of the College; the associate dean(s) and/or assistant dean(s); full-time professors, associate professors, assistant professors, instructors, and lecturers appointed to the College or to any of its departments, schools, or divisions of instruction, whether for teaching or research; directors and coordinators of institutes or centers within the College; members of the faculties of the other colleges of the University with joint appointments in the College; and regular part-time faculty. These faculty members shall hereafter be designated “regular members” and shall be entitled to debate and vote on all matters brought before the faculty. Part-time temporary faculty and visiting faculty appointed by the College of Liberal Arts and Sciences, as well as faculty in other UMaine colleges with cooperating appointments in CLAS and faculty with less than full-time research appointments, shall have voice but no vote.

Hereinafter, the term “department” shall be understood to include any school or division in CLAS that functions and is governed like a department.

***IV. MEETINGS***

Meetings of the College faculty shall be held regularly to make or revise rules, policies, or practices governing the academic affairs of the College, and to provide the opportunity for discussion of matters significant to the College. A faculty meeting may be called by the dean, by any three chairs and/or directors in CLAS, or by petition of 15% of the faculty.

Reasonable means should be employed to notify all members of the faculty of the time, place, and subject matter of the meeting.

Legislative or policy matters may not be voted upon during the regular meeting in which they are introduced, unless they have appeared in the published agenda of that meeting. However, if a measure does not appear on the published agenda for a meeting, and if action on it is required before a special meeting can be called, the affirmative vote of two-thirds of those members present and voting shall authorize action on the measure.

#### ***V. QUORUM***

A quorum shall consist of twenty percent of the regular members of the faculty. The dean shall determine the number of regular members of the faculty annually on September 1.

In case of an electronic ballot, a measure submitted to a vote will be considered approved if a majority of votes cast by the announced deadline is in favor, provided that the quorum standard has been met. All members of the College eligible to vote must be provided a reasonable opportunity to submit their electronic ballots.

#### ***VI. RULES OF ORDER***

In its proceedings the faculty shall be governed by the latest edition of *Robert's Rules of Order*, except in such cases as shall be otherwise provided.

#### ***VII. ORDER OF BUSINESS***

Approval of minutes of the previous meeting.  
Approval of the agenda.  
Old business.  
New business.  
Reports of special committees.  
Reports of standing committees.  
Announcements and communications from the dean.  
Questions and comments from faculty.

#### ***VIII. OFFICERS***

The dean shall be the presiding officer at meetings of the faculty. In the absence of the dean, or when the dean wishes to participate in the debate in a partisan manner, the presiding officer shall be an associate dean or an assistant dean or a member of the faculty designated by the dean. For each meeting, the dean may select a parliamentarian from the faculty. A member of the staff of the dean's office shall act as secretary.

## ***IX. AGENDA***

At least five days prior to any regular or special meeting of the faculty, the dean shall distribute an agenda for the meeting to each faculty member of the College. Faculty members wishing to place an item on the agenda shall submit it to the dean's office at least seven days in advance of the meeting. The agenda shall contain or be accompanied by the full text of any resolutions, policies, or bylaw changes to be voted on at the meeting.

## ***X. STANDING COMMITTEES***

### **1. The Administrative Group**

- A. The Administrative Group shall assist the dean in the administration of the affairs of the College and in the implementation of the policies established by the faculty or resulting from administrative action.
- B. The Administrative Group shall consist of the dean as chair, the associate and assistant deans, the department chairs, school director(s), and the directors of the College's programs. The chief financial officer of the College is an ex-officio, non-voting member.

### **2. Academic Council**

- A. The Academic Council (AC) has the responsibility to oversee proposals affecting academic programs and academic policies of the College. It reviews departmental proposals to add, eliminate, or modify courses and programs. Based on its assessment of the impact of such proposals on College programs and resources, it recommends a decision on proposals to the dean or his/her designee. The dean or designee is responsible for forwarding approved proposals to the Undergraduate Program and Curriculum Committee (UPCC) and/or the Graduate Board for further review.
- B. In the case of proposals with impact across the College, as determined by the AC, a vote of the faculty will be required prior to a decision by the dean. When such proposals are presented to the faculty, they will be accompanied by a recommendation from the Administrative Group.
- C. The Academic Council may be asked by the faculty or the dean to review or research academic policies and to discuss curricular opportunities or problems in existing programs. In such cases, it may make recommendations to the College faculty for changes in College academic policies or for major program additions, changes, or eliminations. All such business brought to the faculty shall also include recommendations from the Administrative Group.
- D. The Academic Council shall consist of nine members: eight faculty members from CLAS broadly representative of academic units and an associate dean *ex officio*. The associate

dean is non-voting except to break a tie. Membership and duration on the AC are determined as follows:

1. Membership in Academic Council is based on a rotation of members. Individual members serve for three years. At the end of each successive year, departments with no members on the AC will be asked to supply a candidate for membership. Elections will be held only if the number of available nominees exceeds the number of vacant seats. Normally, department chairs do not serve on the AC.
  2. Vacancies resulting from a member's inability to serve out a full term shall be filled with a faculty member from that member's department according to procedures determined by that department.
- E. The Academic Council shall annually elect a chair from the eight voting faculty members. The chair will run meetings and work with the associate dean and the College staff to prepare the agenda, monitor committee business, and communicate with faculty and departments about current business before the AC. The chair of the AC shall ordinarily serve as the CLAS representative to the UPCC.

### **3. Committee on Awards**

- A. The Committee on Awards facilitates and coordinates the process of nominating outstanding faculty and students eligible for College and University awards. In the case of College awards, the committee recommends to the dean winners from among the nominees.
- B. The committee will consist of six members of the College faculty and be chaired by a member selected by the committee for one year of service. Members' appointments will ordinarily be for three years. Nominations for vacated seats will be solicited annually in the spring semester for appointments to begin in the fall. Seats will be filled so as to represent a range of disciplinary areas, ordinarily with no department having more than one member. Elections will be held only if the number of available nominees exceeds the number of vacant seats. Up to two associate deans serve ex officio, non-voting except to break a tie.

### **4. Dean's Promotion and Tenure Advisory Committee**

- A. The Dean's Promotion and Tenure Advisory Committee reviews promotion and tenure applications and advises the dean on promotion and tenure decisions. The committee also advises the dean during review of the reappointment applications of tenure-track faculty in their third and subsequent years and of lecturers in their fifth year.
- B. The committee shall consist of six members of the Administrative Group, including one associate dean. The members are appointed by the dean to serve rotating two-year terms and are chosen to be broadly representative of the College.

## **5. Maine Heritage Lecture Committee**

- A. The Maine Heritage Lecture Committee recommends selection of the annual Maine Heritage lecturer to the dean. The committee may also be called upon to make recommendations or provide other assistance concerning the call for nominations, lecture format, selection process, and/or associated events. The purpose of the lecture is to showcase research or creative work regarding the state of Maine, particularly work that emphasizes Maine's sense of place, history, diverse cultures, and society and policy.
- B. The committee shall consist of five to seven members, representative of areas related to Maine Heritage. The members are appointed by the dean to staggered three year terms. Preference may be given to former Maine Heritage Lecturers. An associate dean chairs the committee ex officio, non-voting except to break a tie. Members will include representative faculty from these areas:
- Artistic Legacy
  - History and Culture
  - Policy and Public Service
  - Literary, Linguistic, and Folkloric Traditions

## ***XI. SPECIAL COMMITTEES***

Special committees may be created by the faculty or the dean for specific purposes as the need arises.

## ***XII. AMENDMENT OF THESE BY-LAWS***

These by-laws may be amended at any meeting of the faculty by a two-thirds majority of all members present and voting, providing that the faculty of the College shall have been notified of the proposed amendment at the regular meeting of the College immediately preceding the meeting at which the amendment is to be considered for adoption. The text of the amendment shall be included with the agenda of the meeting of the College at which consideration is to occur. Record of consideration shall be distributed in the minutes, prior to a vote being held.

Alternatively, an electronic ballot may be held following the meeting at which consideration occurs. In case of an electronic ballot, an amendment is approved if two-thirds of votes cast by the announced deadline are in favor. All members of the College eligible to vote must be provided a reasonable opportunity to submit their electronic ballot.

Regardless of the method of voting, the vote will be valid only if the quorum is met.

## ***XIII. ELECTION OF REPRESENTATIVES TO THE FACULTY SENATE***

1. College representatives to the Faculty Senate shall be elected according to Article IV,

Section 1.B and C of the Constitution of the University of Maine Faculty Senate.

2. No more than two members from any one department shall serve concurrently on the Faculty Senate.
3. The College shall draw its Senate representation from across the arts, humanities, physical and mathematical sciences, and social sciences, in proportions roughly matched to the distribution of faculty across these four disciplinary areas. Should the number of faculty members presenting themselves for nomination be insufficient to fill all seats, the chairs of departments in the affected area(s) will be collectively responsible for nominating candidates.

*APPROVED by CLAS Faculty, 4/25/97*

*AMENDED by CLAS Administrative Group and CLAS Faculty on 10/5/99 and 10/6/99 respectively to include Committee on International Affairs*

*AMENDED by CLAS Administrative Group and CLAS Faculty on 3/28/00 and 4/12/00 respectively to include Committee on Faculty Awards*

*AMENDED and approved by CLAS Faculty, 4/1/09*

*AMENDED and approved by CLAS Faculty on 12/1/16 to add the option of electronic ballot to article XII*

*AMENDED and approved by CLAS faculty, 5/19/17*