

## COLLEGE OF ARTS AND SCIENCES ACADEMIC ASSEMBLY CONSTITUTION

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### I. Purpose

- A. In its framework of governance, the University intends that each constituent group within the University community will have primary responsibility for those matters within its professional sphere, including issues most closely affecting the group's endeavors, while sharing joint responsibility with other constituent groups for concerns relating to the institution as a whole. The primary responsibility and authority for academic policy matters rests with the faculty.
- B. Recognizing the interdependence of the constituent members of the University community (Board of Trustees, administration, faculty, staff and students), the faculty of the College of Arts and Sciences accepts primary responsibility for college policy and decision-making in the following areas: curriculum, subject matter and methods of instruction, research, faculty welfare, aspects of student life which relate directly to the educational process, and the granting of degrees. The Arts and Sciences faculty further accepts co-responsibility for policy making in the areas of planning (including budgetary planning), utilization of physical facilities, selection of primary administrative and academic officers, and the determination of faculty status. The structure and form of this assembly provide for participation of all Arts and Sciences faculty in the development of policies affecting them and the College.
- C. For the sake of expediency and effectiveness, some of the business of the Assembly is delegated to the deliberations of standing committees and councils, such as the Academic Council, which function in smaller working units and on more frequent meeting schedules.
- D. Students are recognized as a responsible group in the college community and share the responsibility with the faculty and administration in evaluating and developing academic policies.

### II. Membership

- A. Voting members include:
  1. Arts and Science faculty who are voting members of the University Academic Assembly.
  2. Chairs of academic departments/division in Arts and Sciences and Deans of the College.
  3. Dean of Admissions, Pre-Medicine Advisor, Director of Dual Degree Engineering.
  4. Two (2) full time Arts and Sciences students appointed by the Student Government Association.
- B. Nonvoting members include:
  1. Senior Vice President for Academic Affairs
  2. Vice President for Student Affairs
  3. Dean of the College of Pharmacy
  4. University Registrar
  5. University Librarian
  6. Director of the Office of Graduate Placement

### III. Organization

- A. Chair: The Dean of the College serves as chair. In the absence of the Dean, the Associate Dean chairs. When both are absent, a chair is appointed by the Dean.
- B. Secretary
  1. The secretary is elected from the membership by a vote of the Assembly. The term of office is two years.
  2. The secretary transcribes all official actions of this Assembly and maintains these as minutes of this body.
  3. The secretary distributes notices of all regular meetings at least one week prior to the meetings. The notices include the agenda and, whenever possible, a detailed report of the proposals to be voted upon at the meeting.
  4. The secretary distributes copies of the minutes of prior meetings to all members before the meeting at which they are to be approved.
- C. Coordinating Committee: (see section VI of this document).

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### IV. Meetings

- A. Frequency
  - 1. Regular meetings are held once every other month on the dates assigned in the academic calendar.
  - 2. Special meetings may be called by the Dean or at the request of the Coordinating Committee at any time during the fall and spring semesters on one week's written notice. The Chair of the Coordinating Committee will call a special assembly meeting at the written request of twenty-five percent of the voting members.
  - 3. The Coordinating Committee may distribute ballots to the voting members and ask for a written vote on a matter of business which arises between regularly scheduled meetings.
- B. Attendance: All voting and nonvoting members are expected to attend meetings. Part time faculty and interested staff are encouraged to attend meetings.
- C. Quorum: A quorum consists of forty percent (40%) of the voting membership, excluding those on leave of absence.
- D. Procedures
  - 1. All meetings are conducted in accordance with accepted parliamentary procedure. Robert's Rules of Order Revised will be the final authority except where it may contradict any provision of this document.
  - 2. The Dean, acting as chair of the Assembly, will appoint the parliamentarian before the first regular meeting of each academic year.
  - 3. Questions shall normally be decided by voice vote, or, if the results of a voice vote are challenged, by a show of hands. Elections and any choice of person by name shall be by written ballot. A written ballot or roll call will also be taken on any question upon request of five (5) voting members, or at the discretion of the chair. There is no proxy voting.
  - 4. All major business and recommendations which affect the College shall be presented to the Assembly for approval. The Assembly may refer questions back to the appropriate committees for further study.
  - 5. Only those recommendations presented to the Coordinating Committee to be placed on the agenda of the scheduled Assembly meeting shall be voted at that meeting.
  - 6. Student non-members will ordinarily not be present at Assembly meetings but shall be invited to explain student originated recommendations and may request of the Coordinating Committee attendance at specific meetings for specific parts of the agenda.

### V. Implementation of assembly policy

- B. Action of the Assembly shall become College policy unless implementation is specifically enjoined by the Vice President for Academic Affairs of the University. The suspension of any action shall be announced as soon as possible after the vote is taken, and in any case no later than the next regular meeting, and shall be entered in the minutes together with the original action. The Vice President for Academic Affairs shall then explain his/her reasons for the decision at the next Assembly meeting, or at a special meeting called for this purpose. If a simple majority of the membership does not accept the veto of the Vice President for Academic Affairs, they shall have the right of appeal to the President of the University.

### VI. Coordinating Committee

- A. Purpose: The coordinating committee acts as an organizing and facilitating body. It receives written recommendations of the administration, faculty, councils, committees, etc. The committee sets the agenda for each meeting of the assembly.
- B. Composition and Eligibility

The committee is composed of a total of eight members including:

  - 1. The Dean or Associate Dean of Arts and Sciences.
  - 2. The secretary of the A and S Academic Assembly. (see section III B)
  - 3. The chair of the Coordinating Committee who is elected by the voting membership of the Assembly and who serves a 2 year term of office. Only a teaching member of the Assembly who has faculty rank

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and at least 3 years of service to the college is eligible to serve as chair.

4. Five (5) members of the voting membership of the Assembly who have faculty rank and at least one year of service in the college. These members of the committee are elected by the Assembly for two year terms (initially the two with the least number of votes will be elected to one year terms). All members (including Chair and Secretary) may not be elected to more than two consecutive 2 year terms.

### C. Elections

1. For those committee positions that are filled by election: for each position, the candidate receiving the highest number of votes shall be elected. If two at-large positions on the same committee are to be filled, the two candidates receiving the highest number of votes shall be elected.
2. In the event that a faculty member is unable to complete his/her elected term on a committee, the CAS Academic Assembly Coordinating Committee will appoint a qualified faculty member to serve until a time that a new member is elected to complete the unexpired term. Such election will take place as part of the regularly scheduled annual CAS Academic Assembly elections.

### D. Meetings

1. Regular meetings are ordinarily held once a month on a day and time determined by the committee. The chair of the committee may call special meetings at any time he or she deems necessary.
2. A quorum consists of a simple majority of the members of the committee.

### E. Duties

1. The committee prepares the agenda for the Assembly meetings by collecting and organizing all motions (together with supporting rationales and supporting documents when necessary/feasible) passed by committees, groups and councils for submission to the Assembly.
2. The committee is empowered to transact the minor business matters which arise between scheduled Assembly meetings and which need immediate attention. However, resumes of such action shall be distributed to the voting membership within one week, and if twenty five (25) members of the voting membership think that the matter transacted is of such import that the Assembly should have been consulted on the decision made, they may present a formal written protest to the Committee which in turn shall present the protest and matter at hand to the Assembly.
3. The committee shall receive reports of major failures to implement policies approved by the Assembly and, if the majority of the Committee deems it advisable, shall pursue such complaints with the personnel involved.
4. The committee shall function as a nominating committee for faculty service on College committees.

## VII. Amendments to the Constitution:

After final adoption of the Constitution, amendments may be submitted by any voting member. Such amendments should be in writing and specify the precise passage to be amended and the exact wording to be substituted. They shall be distributed to all members by the individual moving the amendment, as least two weeks prior to the meeting at which the voting will take place. They shall be effective on the affirmative vote of two-thirds of the voting Assembly and on the approval of the University Assembly.

## ACADEMIC COUNCIL, COLLEGE OF ARTS AND SCIENCES

The Academic Council of the College of Arts and Sciences is an executive committee of the Arts and Sciences Academic Assembly that exercises the Assembly's authority concerning all academic matters in the College of Arts and Sciences.

All meetings are conducted in accordance with accepted parliamentary procedure. Robert's Rules of Order Revised is the final authority except where it may contradict any provision of this document.

Proposals are submitted to the Council through the Dean who sets the agenda. Unless there is a vote to suspend the rules, a proposal is presented at one meeting, then voted on at the next regular meeting. A quorum consists of fifty percent of the voting membership. Acceptance of a proposal requires an affirmative vote of two-third's of the voting members.

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The minutes of the CAS Academic Council are to be distributed to the Vice President for Academic Affairs, all deans, departmental chairs, and other academic officers. These officers are to inform all members of their departments of the decisions and actions of the Council. Members of the Arts and Sciences Academic Assembly may request a review of the application of its delegated authority by the Academic Council concerning any matter. The signatures of five percent of the voting members of this Assembly on a request for review are sufficient to mandate that the Coordinating Committee of the CAS Academic Assembly place the review on the agenda of the next scheduled meeting of the Academic Assembly of the College.

The composition of the Council is as follows:

- Chair: Dean of Arts and Sciences
- Voting Members: Dean *or* Associate Dean of Arts and Sciences, Departmental Chairs, Dean of Admissions, two (2) students appointed by the Student Government Association and four (4) "at large" faculty members elected by the A and S Assembly.
- Non-Voting Members: University Registrar, University Librarian, Associate Dean of the Drexel Center, and Directors of Special Programs in the College as determined by the Dean of Arts and Sciences.

### PLANNING COUNCIL, COLLEGE OF ARTS AND SCIENCES

The Arts and Sciences Planning Council serves the same function for the Dean's office as does the Academic Affairs Planning Council for the Vice President for Academic Affairs. The A&S Planning Council assists the Dean of Arts and Sciences in all aspects of academic management, planning and assessment for the College. These aspects include, but are not limited to, administering the core curriculum, and reviewing college wide projects and programs.

All meetings are conducted in accordance with accepted parliamentary procedure. A quorum consists of fifty percent of the voting membership. In order to pass, motions require an affirmative vote of two-third's of the members. Robert's Rules of Order Revised is the final authority except where it may contradict any provision of this document.

The composition of the Planning Council is as follows:

- Chair: Associate Dean of Arts and Sciences
- Vice Chair: Elected each year from the membership of the Planning Council by the members of the Planning Council. The vice-chair assists the chair as delegated and takes the place of the chair at meetings held when the chair is unavailable.
- Secretary: Elected each year from the membership of the Planning Council by the members of the Planning Council.
- The secretary assists the Chair as delegated and keeps a record of the minutes of all meetings of the Planning Council.
- Members: Seven full time faculty members in Arts and Sciences with one each from the following categories are elected to three year terms (initially the terms will be staggered) by the voting members of the Arts and Sciences Academic Assembly:
  - Arts (Art, Music)
  - Business
  - Communications
  - Computer Science, Mathematics, Physics
  - Education and Social Sciences (Political Science, Psychology, Sociology)
  - Humanities (English, History, Languages, Philosophy, Theology)
  - Natural Sciences (Biology, Chemistry)

One student member is appointed each year by the Dean of Arts and Sciences

Elected members may not serve more than two consecutive terms. If a vacancy occurs during the year, the Dean appoints a replacement (*note: see Section VIII Amendment II*). An appointed member may be elected to two consecutive terms following the expiration of his/her appointment.

### REVISION HISTORY

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### **Constitution Adopted** (Fall 1992)

**Amendment I** (ADOPTED 4/13/93, to supersede Article VI Section C 2) : For those committee positions that are filled by election: for each position, the candidate receiving the highest number of votes shall be elected. If two at-large positions on the same committee are to be filled, the two candidates receiving the highest number of votes shall be elected.

Replaces:

*2. If one member is to be elected, each voting member chooses one name from the list of eligible members of the faculty. Those (not more than two) receiving the most votes will be placed on a second ballot. If two members are to be elected, each voting member will choose two names from the list of eligible members of the faculty. Those (not more than four) receiving the most votes shall be on a second ballot.*

**Amendment II** (ADOPTED 4/22/08, to supersede Article VI Section C 1): In the event that a faculty member is unable to complete his/her elected term on a committee, the CAS Academic Assembly Coordinating Committee will appoint a qualified faculty member to serve until a time that a new member is elected to complete the unexpired term. Such election will take place as part of the regularly scheduled annual CAS Academic Assembly elections.

Replaces:

*1. If an elected member is unable to serve, there will be an election to fill his/her term on the committee. If the term that is being filled is a one year unexpired term, the member elected to fill this term shall be eligible for re-election to a two-year term. The election procedure shall be the same as that described in this section with the exception that the number of names appearing on the second ballot shall depend upon the number of unexpired terms to be filled.*

**Editorial Updates** (Sept 2012) – Formatting changes and updates to administrative titles. Amendments incorporated and revision history added.