

**SECTION VI  
COLLEGE BYLAWS**

First Revised Spring 2008  
Additional Revision Spring 2010

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### **Article I. Membership in the Assembly**

The voting membership of the Assembly shall consist of the faculty of the College of Liberal Arts and Sciences with the rank of Assistant Professor and above who are either tenured or on tenure-track appointments, without regard to percentage of time; lecturer or instructor, with 100 percent appointments of more than one year; Assistant Professor and above with term appointments of more than one year; emeritus faculty, living in Lawrence and surrounding area, who declare themselves voting members each year; elected unclassified graduate student employees; other elected graduate students; elected undergraduate students; and members of the standing committees of the Assembly.

Eligible student members can vote on all issues except faculty elections to standing committees.

Emeritus faculty must submit a letter advising this Office of their desire to be a voting member each year.

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Visiting and courtesy professors cannot vote.

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### **Article II. College Academic Council**

A. The College Academic Council (CAC) will act in the name of College Assembly. It will meet at least four times a semester, normally in September, October, November, December, February, March, April, and May and more frequently as the business of the College justifies.

B. Membership of the CAC will be as follows:

Two faculty members from each division of the College (Humanities, Natural Sciences, and Social Sciences) and two faculty members from the School of the Arts-elected by the faculty in the regular elections in the spring semester to standing committees via an electronic mail ballot. These elected faculty may not be Chairs or Directors or from the same department or program. Faculty members with joint appointments or primary appointments in programs or centers may be nominated for election in one of the three electoral divisions of the College (Humanities, Natural Sciences or Social &

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Behavioral Sciences) that is representative of their self-designated, primary fields of study

Four Department Chairs or Program Directors, one from each division and one from the School of the Arts, chosen by the Chairs and Directors in the previous spring semester during a regularly scheduled meeting. Chairs and directors of departments, programs, or centers whose contact dean is the Associate Dean for International Studies may be nominated for election in one of the three electoral divisions of the College (Humanities, Natural Sciences or Social & Behavioral Sciences) that is representative of their self-designated, primary fields of study.

Two students, one undergraduate, one graduate, chosen by the student members of the College Assembly via an electronic mail ballot or during a fall semester meeting of the student members of the Assembly.

In the event of a tie vote for one of the elected positions, the Dean in consultation with his or her associate deans will break the tie.

Elected CAC faculty and chair members will serve three-year terms, and they are eligible to be elected for subsequent term(s) provided there is a one-year absence from the CAC between terms. Student members will serve one-year terms, and may serve up to three terms. Any faculty member who resigns will be replaced by the faculty member at the top of the alternate list or by special appointment by the Dean. Chairs who resign will have replacements chosen to fill out their terms by the Chair and Directors of the appropriate division or School at the next Chairs' and Directors' divisional meeting. Any student member who resigns will be replaced by the student member at the top of the alternate list or by special appointment by the Dean.

Faculty members of the Assembly in phased retirement who will be unable to serve for the entirety of a three-year term are ineligible for election to the CAC.

Members of the CAC who do not attend two consecutive meetings may be declared no longer members of the Council by decision of the Council. The Dean will direct that they be replaced according to the procedures above.

The Dean of the College will serve as the non-voting Chair of the CAC. The Dean may designate a member of the Assembly, to serve in his or her place.

One of the College staff will be designated by the Dean to serve as the Secretary of the CAC. He or she will serve as the elections officer for the CAC and will be responsible for notifying members of the College Assembly of elections, taking nominations, tabulating all votes, and informing the College Assembly of their CAC representatives at the conclusion of the elections process.

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C. Activities of the College Academic Council.

1. Curriculum. The CAC will consider all curricular and degree changes proposed by the Committee on Undergraduate Studies and Advising (CUSA) and the Committee on Graduate Studies (CGS). CAC approval is necessary for such changes to be official unless the CAC refers the issue to College Assembly or an electronic mail ballot. Actions by the CAC will be announced to the College Assembly members electronically and/or via Web posting within 72 hours after a decision by the CAC.
2. Consultation on the Budget. At least once each semester, the Dean of the College will review the state of the College budget with the CAC. The CAC may also request information about the budget from the Dean.
3. Petitions to the CAC. The CAC may consider petitions from Departments, Programs, and individual and groups of College staff, students, and faculty members for the CAC to discuss issues with the Dean of the College.
4. Request for Reconsideration by College Assembly. College Assembly members have ten business days after an action by the CAC to request reconsideration by means of a petition letter signed by ten members of the Assembly. Reconsideration may take one of the following forms:
  - a. Request that the CAC reconsider its action at its next meeting.
  - b. Request that the action be voted upon in an electronic mail ballot of College Assembly members.
  - c. Request that a meeting of College Assembly be called to consider the issue.
5. Requests for Information by the CAC. The CAC has the right to request that Chairs and Directors or other representatives of departments and programs attend its meetings to discuss issues with the CAC.
6. CAC and College Assembly. The CAC may request that the College Assembly meet to discuss an issue or that an electronic mail ballot of College Assembly consider an issue. Notice via electronic mail of at least ten business days must be given before the College Assembly will meet or before the electronic mail ballot is distributed.
7. Meetings of CAC. Meetings of the CAC will be open to all members of the College Assembly. Any member of the Assembly may request to address the CAC. The Dean, or the designated Chair, may limit the time allowed to speak if necessary to conduct orderly business.

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- 8. Agenda. The Agenda of the CAC will be posted on the College Web site and/or sent via electronic mail to all members of the College Assembly at least five business days prior to the CAC meeting date.
- 9. Minutes. Minutes of the CAC will be posted on the College Web site and/or sent via electronic mail to the College Assembly members within 72 hours after the CAC meets.
- 10. Six elected members of the CAC, plus the Dean or his or her designate as Chair, need to be present to constitute the quorum required to conduct official business on behalf of the College Assembly members.

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**Article III. Meetings of the Assembly**

- A. The College Assembly will meet whenever ten members of the Assembly request such a meeting by means of a signed letter of petition. The Assembly may also be called to meet at the request of the CAC. Notice via email of at least ten business days must be given before the College Assembly will meet. The Dean, in consultation with the CAC, will determine the date for the meeting of the College Assembly, but in any case, it must take place within at least 30 days of the submission of a letter of petition for a meeting.
- B. The Dean shall receive items for the agenda from the committees and members of the Assembly, and shall distribute the agenda at least one week prior to the meeting. No new business shall be acted upon at any meeting that has not been distributed to members at least one week prior to the meeting.
- C. A quorum of ten percent of the membership shall be present before any business may be transacted, except that, if any item could not be acted upon for a lack of a quorum at the previous meeting, then the membership present shall constitute a quorum for the purpose of acting on that particular item.

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**Article IV. Officers of the Assembly**

- A. The Dean or the Dean's representative shall preside at all meetings of the Assembly.
- B. The Secretary of the Assembly shall be appointed by the Dean of the College.
- C. The Dean may appoint a parliamentarian.

**Article V. Powers of the Assembly**

Subject to the provisions of the law and the Rules of the Board of Regents and consistent with policies established by the Code of the University Senate and the Constitution and the Policies and Procedures of the University Office of Graduate Studies, the Assembly has the power to:

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- A. Establish rules for the conduct of its business.
- B. Establish committees of its choosing and assign functions and responsibilities to such committees.
- C. Set requirements for graduate and undergraduate degrees and establish other appropriate academic regulations.
- D. Approve or disapprove course changes or courses proposed to be offered for credit in the College.
- E. Establish procedures for students in the College in such matters as probation, suspension, reinstatement, dismissal and other measures related to the maintenance of proper academic standards.
- F. Consider such other matters as the Senate Code assigns or delegates to the College and Schools, or the Graduate Faculty of the University may assign or delegate to the College, or the standing committees place before the Assembly, or the Dean places before the Assembly; additionally, the Assembly shall consider matters placed before it by a petition supported by 25 signatures of members of the Assembly.
- G. Supplement its membership with appropriate representation from minority groups.
- H. The Assembly may delegate final authority of its powers to any standing committee of the Assembly but any such delegation must be reviewed and voted upon annually by the Assembly.

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**Article VI. Standing Committees of the Assembly**

- A. There shall be five standing committees:
  - 1. A Committee on Graduate Studies (CGS);
  - 2. A Committee on Undergraduate Studies and Advising (CUSA);
  - 3. A College Committee on Appointments, Promotion, and Tenure (CCAPT);

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4. A Committee on Sabbatical Leaves (CSL);
5. A Committee on the Evaluation of Chairpersons and Directors (CECD).

B. Membership on the Standing Committees:

1. The Committee on Graduate Studies shall consist of ten faculty members serving three-year overlapping terms, to be elected at large from the Graduate Faculty of the College where nine represent equally each of the three academic areas in the College (the humanities, the natural sciences and mathematics, and the social and behavioral sciences) and one represents the School of the Arts, and four graduate students elected for two-year terms representing each of the three academic areas in the College and the School of the Arts. Graduate students and graduate faculty with joint appointments or primary appointments in programs or centers may be nominated for election in one of the three electoral divisions of the College (Humanities, Natural Sciences or Social & Behavioral Sciences) that is representative of their self-designated, primary fields of study.

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2. The Committee on Undergraduate Studies and Advising shall consist of fourteen faculty members, serving three-year overlapping terms, where twelve represent equally each of the academic areas of the College and two represent the School of the Arts; two Graduate Teaching Assistants, and four undergraduate students, elected for two-year terms. Faculty members with joint appointments or primary appointments in programs or centers may be nominated for election in one of the three electoral divisions of the College (Humanities, Natural Sciences or Social & Behavioral Sciences) that is representative of their self-designated, primary fields of study.

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3. The College Committee on Appointments, Promotions, and Tenure, shall consist of eleven tenured Associate and Full Professors, serving three-year overlapping terms, where nine represent equally each of the academic areas of the College and two represent the School of the Arts. Faculty members with joint appointments or primary appointments in programs or centers may be nominated for election in one of the three electoral divisions of the College (Humanities, Natural Sciences or Social & Behavioral Sciences) that is representative of their self-designated, primary fields of study. Faculty members with primary or joint appointments to the same departments or programs as sitting committee members are ineligible for election to the committee until the other member from their department or program has served out his or her term or resigned from the committee. If a member of the committee is a candidate for promotion and/or tenure, that person shall be replaced on the committee for the year by the top alternate from a list of alternates kept by the College Dean's Office or by special appointment by the Dean if an alternate is ineligible to

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maintain the required committee balance. Whenever this occurs prior to the third year of the person's term, the individual shall return to the committee to complete the three-year term. Members shall recuse themselves from any deliberations or voting when the candidate for promotion and/or tenure is from the member's own academic department or unit.

4. The Committee on Sabbatical Leaves shall consist of ten faculty members, serving three-year overlapping terms, where nine represent equally each of the academic areas of the College and one represents the School of the Arts. Faculty members with joint appointments or primary appointments in programs or centers may be nominated for election in one of the three electoral divisions of the College (Humanities, Natural Sciences or Social & Behavioral Sciences) that is representative of their self-designated, primary fields of study. If a member of the Committee becomes a candidate for sabbatical leave, that person shall be replaced on the committee by the top alternate from the list of alternates kept by the College Dean's Office. In the event that the member is replaced after only one year of service on the committee, s/he will be eligible for the next consecutive term for this same committee.

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5. The Committee on the Evaluation of Chairpersons and Directors shall consist of eight faculty members, serving two-year overlapping terms, where six represent equally each of the academic areas of the College and two represent the School of the Arts. Faculty members with joint appointments or primary appointments in programs or centers may be nominated for election in one of the three electoral divisions of the College (Humanities, Natural Sciences or Social & Behavioral Sciences) that is representative of their self-designated, primary fields of study.

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6. The Dean of the College or the Dean's representative shall be an ex officio non-voting member of each of the elected committees.

7. Each committee shall select a chair from among its members.

8. Any committee may, subject to approval by the Assembly, supplement its membership in order to achieve representation of minorities.

9. The College Dean's Office shall provide the staff support that these committees require.

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**Article VII. Functions of the Standing Committees of the Assembly**

A. General Functions



1. Each standing committee shall receive communications from the faculty, the other standing committees, the CAC and/or the Assembly, and the Dean.

2. Each standing committee shall report at least once a year to the CAC and/or the Assembly, unless otherwise specified, and shall provide the Assembly with information it requests, except when such information is specifically restricted by superseding University policies.

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3. Each standing committee may appoint special task forces, either on its own initiative or upon recommendation of the Dean, to examine or deal with issues of importance to the College; or recommend the appointment of such task forces by the Dean.

4. Each standing committee may hold forums, open to all members of the Assembly, and centered on matters of educational or policy import which, in the judgment of the committee, deserve attention at that time.

5. Each standing committee may transact any of its business through designated subcommittees and, where appropriate, delegate to the Dean's Office staff support the performance of specific functions up on its behalf.

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6. When standing committees deal with matters that are also the concern of other standing committees, they are encouraged to confer or meet jointly.

7. The Dean shall confer at least once each year with the chairs of the standing committees for the purposes of coordinating standing committee activities, considering long range planning, and establishing special committees to address specific long range policies and goals.

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8. In the case of formal proposals involving the gain or loss of departmental status, each of the five standing committees and the CAC will choose one elected member to serve on a special departmental status review committee.

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9. In the case of periodic review of departments, academic programs and staff by the Dean, each of the five standing committees and the CAC will choose one elected member to assist the Dean in establishing the periodic review committee. In addition, the Dean or the Dean's representative shall appoint a student member to the committee.

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## B. Specific Functions

1. Committee on Graduate Studies (CGS) shall:

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a. Review and recommend to the CAC and/or the Assembly, as well as the University Office of Graduate Studies matters of graduate educational policy.

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b. Review and recommend for file to the CAC and/or the Assembly, changes in degree requirements.

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c. Review all new graduate degree proposals and other matters requiring formal review, and make recommendations as appropriate to the University Office of Graduate Studies and other University bodies.

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d. Review and make recommendations on graduate student petitions requesting special relief from College or University rules when referred to them by the College Office of Graduate Affairs, the Dean and/or his or her designee, or by special request of the student.

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e. Advise the Dean on all matters of educational policy with respect to graduate studies.

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f. Undertake inquiries into matters of graduate educational policy and procedures, and make recommendations to the Dean and the Assembly.

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2. Committee on Undergraduate Studies and Advising (CUSA) shall:

a. Review and recommend to the CAC and/or the Assembly for action all proposals with reference primarily to undergraduate course and curricular change and educational policy and procedures.

b. Review and accept for file statements of major requirements and departmental honors requirements.

c. Periodically review undergraduate degree requirements and the manner in which they may be satisfied, and, where appropriate, suggest to departments and programs that courses be modified so as to accomplish more effectively the goals for which the requirements were established.

d. Review and make recommendations on undergraduate petitions requesting special relief from College or University rules when referred to them by College Student Academic Services, the Dean and/or his or her designee, or by special request of the student.

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e. Undertake inquiries into matters of undergraduate educational policy and procedures, and related matters of advising, and make recommendations to the Dean, as well as CAC and/or the Assembly.

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3. The College Committee on Appointments, Promotions and Tenure (CCAPT) shall:

- a. Consider all recommendations for advancement in academic rank and granting of continuous tenure for members of the College Faculty. The recommendations along with those of the Dean shall be reported to the University Committee on Promotions and Tenure and shall remain otherwise confidential.
- b. Address itself to matters of policy pertaining to faculty rank and status and report its recommendations to the Dean.
- c. Advise the Dean on recommendations for all initial appointments at the professor or associate professor level, and other appointments conferring tenure.

4. Committee on Sabbatical Leaves (CSL) shall:

- a. Consider all recommendations for the award of sabbatical leaves to members of the College Faculty. The recommendations along with those of the Dean shall be reported to the University Committee on Sabbatical Leaves and shall remain otherwise confidential.
- b. Address itself to matters of policy pertaining to the sabbatical leave system and to leaves without pay, and report its recommendations to the Dean.

5. Committee on Evaluation of Chairpersons and Directors shall:

- a. Review and evaluate the performance of department Chairpersons and academic program Directors who wish to be reappointed.
- b. Advise the Dean of the results of these reviews and evaluations, and make appropriate recommendations.

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**Article VIII. Elections**

A. Election of Faculty to the standing committees.

- 1. Each year in anticipation of spring elections the Secretary of the Assembly shall solicit nominations for the College standing committees from the full Assembly membership.

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- a. Eligible faculty may annually nominate themselves, or some other eligible member of the faculty for membership on the standing committees.
- b. If an insufficient number of nominations are received, the Secretary of the College Assembly shall solicit additional nominations from College Chairs.
- c. The Secretary of the College Assembly will obtain the consent of each nominee to be placed on the ballot.
- d. It shall be the duty of the Secretary of the Assembly to ensure that there are at least two at-large nominations for each vacant faculty position and that the major areas within the College of Liberal Arts and Sciences are represented on the slate. A faculty member may be nominated to serve on more than one standing committee, however they can only self-nominate to one committee. Likewise, a faculty member or chair can only nominate another faculty member to no more than one standing committee even if they have been nominated by someone else, or themselves, to another standing committee.
- e. The Chairs and Directors of the College shall, when appropriate, nominate faculty members to serve on the Dean's review committee, as provided for in F.S.R.R. 10.2,1. The College Assembly will elect committee members in the spring preceding the year in which the Dean is to be reviewed.
- f. In the event of a tie vote for one of the elected positions, or the election of the same person to two different standing committees, the Dean in consultation with his or her associate deans will break the tie and/or decide on which committee the individual elected twice will serve.

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2. The following are not eligible for election to the standing committees:

Anyone serving as Dean, Associate Dean or Assistant Dean of any of the schools or offices of the University.

Anyone who has served on a particular standing committee, other than as a temporary replacement, within one academic year, that would precede the new term, although it is permissible to be elected for a subsequent term to one of the other four standing committees.

Anyone who has been elected to another standing committee for the same or overlapping term.

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Anyone in phased retirement who will be unable to serve for the entirety of a standing committee term.

3. Only members of the Graduate Faculty may be nominated for the Committee on Graduate Studies.
4. The Secretary of the Assembly shall, in the spring semester, prepare and transmit to the faculty members of the Assembly an electronic ballot listing present incumbents, with dates and the expiration of terms, and those nominated. Ten working days shall be allowed for the return of the electronic ballot to the Secretary of the Assembly who shall tally and report the results at a meeting of the CAC.
5. Vacancies occurring for reasons other than the expiration of terms shall be filled from among the alternates in the last five elections or by special appointment by the Dean if an alternate is unavailable or ineligible to maintain the required committee balance.
6. Alternates will consist of individuals nominated to standing committees, but not elected. Alternates will remain eligible to fill vacancies on the standing committees to which they were nominated for five years, but alternates may also be nominated for election to the same or other standing committees during that time.

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We propose to eliminate the following two sections (B and C) and replace them with a new elections process outlined in new sections A and B that follow.

----- Current language -----

B. Election of Unclassified Graduate Student Employee Representatives.

1. Unclassified graduate student employees (UGSE) of the College, such as Graduate Teaching Assistants, Research Assistants, Curatorial Assistants... etc., pursuing graduate degrees in the College, shall elect representatives to the Assembly during the final four weeks of the spring semester. UGSE members of the standing committees shall be elected in turn from among the USGE members of the Assembly. The number of USGE representatives to the Assembly may equal but not exceed 10% of the faculty voting membership of the Assembly.
2. During the spring of each year, the Associate Dean of the College serving as the liaison to the Committee on Graduate Studies will ensure that the College staff arrange for a general call for nominations, prepare a ballot, conduct the election, and conduct the election of members of the appropriate standing committees.

3. The election of the UGSE representatives shall be by academic department or program. The number of representatives shall be proportional to the number of UGSE's in that department. Those departments that have at least two FTE UGSE's may have at least one representative in the Assembly.
4. UGSE members of the Assembly shall be elected for one-year terms except for those UGSE representatives who are selected for membership on the standing committees. Those UGSE representatives holding two-year terms on standing committees shall hold two-year memberships in the Assembly, and shall be counted among the allotted UGSE representatives of their respective departments during the second year of their terms.
5. No individual UGSE shall be elected to the Assembly or to one of its committees without his or her prior consent to serve if elected. Replacements may be appointed by the Associate Dean of the College serving as the liaison to the Committee on Graduate Studies.

C. Election of Student Representatives.

1. The total number of directly elected student representatives to the Assembly may be equal to but not exceed twenty-five percent of the faculty voting membership of the Assembly.
  - a. Any students enrolled in the College of Liberal Arts and Sciences may be elected for one-year terms, except that those students who may have been elected to standing committees may serve two-year terms.
  - b. No elected students may serve two consecutive terms on any of the standing committees.
2. Twenty percent of the allotted number of student representatives may be elected from among the graduate students in the College.
3. Eighty percent of the student representatives shall be elected from among the undergraduate students in the College, of which one-third each shall be elected by freshman, sophomore, and junior students during the spring of each year, to serve the following academic year.
4. The graduate student members of the standing committees shall constitute themselves as a graduate student elections committee; the undergraduate student members of the standing committees shall constitute themselves as an undergraduate elections committee.

- a. During the student senate elections of each year the undergraduate student elections committee shall announce the filing deadline for the elections, prepare the ballots, conduct the elections, and conduct the elections to the appropriate standing committees. If the number of applicants is equal to or fewer than the number of positions to be filled, these applicants will be appointed to the assembly by the dean and no election for assembly representative will be held.
  - b. During the final four weeks of the spring semester the graduate students elections committee shall announce the filing deadline for the elections, prepare the ballots, conduct the elections and conduct the elections to the appropriate standing committees. If the number of applicants is equal to or fewer than the number of positions to be filled, all applicants will be appointed to the assembly by the dean and no election for assembly representative will be held.
5. No individual graduate or undergraduate student shall be elected to the Assembly or to one of its standing committees without his or her prior consent to serve if elected. The elections committees shall determine replacements for vacancies occurring at any time during the academic year by appointment from among the alternates in the various elections or, if they so decide, a supplementary election may be held.
6. The Associate Dean of the College serving as the liaison to the Committee on Graduate Studies shall serve as ex officio advisor to the undergraduate student elections committee. The Director of the College Graduate Division shall serve as ex officio advisor to the graduate students elections committee.

----- **New language** -----

B. Election of Graduate and Undergraduate Student Representatives

1. The total number of directly elected student representatives to the Assembly will be 20 percent of the faculty voting membership of the Assembly.
  - a. Any undergraduate students enrolled in the College of Liberal Arts and Sciences may be elected for up to three one-year terms, especially those students who may subsequently be elected to standing committees who are expected to serve two-year terms.
  - b. Any graduate students enrolled in the College of Liberal Arts and Sciences may be elected for up to four one-year terms, yet no elected graduate students may serve two consecutive two-year terms on the CAC or either of the standing committees.

2. A maximum of twenty percent of the allotted number of student representatives may be elected from among the graduate students in the College.
3. Eighty percent or more of the student representatives shall be elected from among the undergraduate students in the College.
4. Provided they are willing to serve, the undergraduate student members who are elected representatives of the College in the Student Senate shall automatically become members of the Assembly. The graduate students in the College who are elected Presidents, or his or her designates, at the department level will automatically become nominees for election to the Assembly.
  - a. Each year, the Student Senate leadership will announce the filing deadline for their elections, prepare the ballots, and conduct the elections. Once College undergraduate students are seated on the Senate, their names will be forwarded to the Secretary of the Assembly.
  - b. Each year, the graduate student leadership within College departments shall announce the filing deadline for their department elections, prepare the ballots, and conduct the elections. Once the Presidents of graduate organizations in the departments are seated, their names will be forwarded to the Secretary of the Assembly; if the number of Presidents at the department level who are willing to serve on the Assembly is greater than the number of positions available, than the Secretary of the Assembly shall prepare electronic ballots for all College graduate students and conduct the elections from this slate.
  - c. If the numbers of elected undergraduate and graduate students willing to serve are less than the number of positions to be filled in order to constitute twenty percent of the faculty membership of the Assembly, than nominations for these positions will be solicited from the College community.
5. The Secretary of the Assembly will solicit nominations and conduct elections for undergraduate and graduate student positions as needed to fill the remaining student positions from the College academic community in the spring semester.
  - a. After the names of the newly elected undergraduate and graduate students are collected by the Secretary of the Assembly, s/he will determine if additional positions need to be filled. If so, s/he will send



an electronic solicitation for nominations and distribute Student Representative Nomination Forms to all College faculty and students.

b. If the number of nominations is still less than the number of positions remaining to be filled, the Secretary of the Assembly will solicit nominations of undergraduate and graduate students from the directors who oversee undergraduate and/or graduate studies in the departments.

c. If the number of nominations is greater than the number of positions remaining to be filled, then the Secretary of the Assembly shall prepare the ballots and conduct the elections on or before May 5 each year.

d. If the number of nominations is equal to, or fewer than, the number of positions remaining to be filled, the nominated students will be appointed to the Assembly by the Dean and no additional elections for Assembly representatives will be held.

7. No individual graduate or undergraduate student shall be elected to the Assembly, to the CAC, or to one of its standing committees, without his or her prior consent to serve if elected. The Secretary of the Assembly will confirm that nominated students are willing to serve if elected, as well as if they would like to nominate themselves for subsequent election to the CAC or one of the standing committees of the Assembly. The elections committees shall determine replacements for vacancies occurring at any time during the academic year by appointment from among the alternates in the various elections or, if they so decide, a supplementary election may be held.

8. The Assistant or Associate Dean of the College serving as the liaison to the Committee on Undergraduate Studies and Advising (CUSA) shall serve as ex officio advisor to the College representatives in the Student Senate. The Assistant or Associate Dean of the College serving as the liaison to the Committee on Graduate Studies (CGS) shall serve as ex officio advisor to the College graduate representatives elected in each department.

C. Election of Graduate and Undergraduate Student Assembly Members to College Policy-Making Committees.

1. The Assistant or Associate Dean of the College serving as the liaison to the Committee on Undergraduate Studies and Advising (CUSA), and/or the Assistant or Associate Dean of the College serving as the liaison to the Committee on Graduate Studies (CGS), shall call a meeting of the

elect student members of the Assembly early in the fall semester each year to provide a forum for the election of students to College policy-making committees.

- a. Prior to the meeting, the Secretary of the Assembly will prepare both an undergraduate student ballot and a graduate student ballot containing the names of the undergraduate and graduate students, respectively, who have previously been nominated, or who have nominated themselves, to serve on the CAC, the CUSA and/or the CGS. The Secretary of the Assembly will confirm that the students nominated to CUSA hold graduate teaching assistantships for at least one of the two semesters of their current terms.
  - b. At the start of the meeting, all students who have previously been nominated, or who have nominated themselves, to serve on the CAC, the CUSA and/or the CGS, will be asked to give short presentations on why they would like to be elected to these committees.
  - c. All graduate students in attendance at this meeting will then vote on the graduate ballot, and all undergraduate students in attendance will vote on the undergraduate ballot.
2. Students who wish to serve on a standing committee, but are unable to attend the meeting early in the fall semester, may designate a fellow Assembly member to read a prepared statement outlining why s/he would like to be elected to a committee(s).
  3. Student members of the Assembly who are not in attendance at this first meeting early in the fall semester to hear the presentations of the nominees will be unable to vote in the election of students to policy-making committees.
  4. The student member(s) with the highest number of votes in each category will be elected to the corresponding committee. The remaining student member(s) on the ballot will be elected to serve as alternates to the corresponding committee in the order of highest to lowest number of votes received.

#### **Article IX. Appointed Committees**

- A. The Dean shall appoint such committees as the business of the College may require and shall solicit names of possible appointees from the standing committees.

B. The membership of committees shall be announced [via the College Web site](#) in [the page\(s\) dedicated to College communications](#).

**Article X. Curricular Changes**

A. Proposals for course changes shall be submitted to the Committee on Graduate Studies or the Committee on Undergraduate Studies and Advising [for consideration. These committees will review](#) proposals and then [either send them back to the proposing department to correct and refine or forward](#) them to the College Academic Council, along with the committee's recommendations, at least one week in advance of the meeting at which the College Academic Council will act upon the proposals.

1. In emergency situations the Committee on Graduate Studies or the Committee on Undergraduate Studies and Advising may act for the College Academic Council to the extent of giving approval to a curricular change for no longer than one semester. Any temporary approval will be reported to the College Academic Council at its next meeting. This section shall not apply to rule changes or to programs extending beyond one semester unless instructed otherwise by the College Academic Council.
2. No course shall be offered for College credit that has not been approved under the provisions of this section above.
3. [The CAC, the CGS, and the CUSA](#) shall have power to approve editorial changes in course descriptions.

B. For the establishment of undergraduate major requirements, the following rules shall apply:

1. The College Academic Council may, within the provisions of the Senate Code, establish minimum requirements for all majors, for groups of majors, special majors, and double majors.
2. The College Academic Council shall review and approve programs of interdepartmental majors.
3. The College Academic Council shall review, approve, and transmit to the Dean, programs leading toward the degree of Bachelor of Science in the several fields and majors leading toward the degree of Bachelor of Arts or Bachelor of General Studies. Detailed requirements of such majors as promulgated by the department or program, and any changes therein, must be filed with the Committee on Undergraduate Studies and Advising before they become effective. The committee shall include this information in its next report to the College Academic Council.

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C. For the establishment of the requirements of graduate degrees offered by departments or programs in the College, the following rules shall apply:

1. The College Academic Council may, with~~in~~ the provisions of the Senate Code and the rules and regulations of the University Office of Graduate Studies, establish minimum requirements for all graduate degree programs in arts and sciences.
2. The College Academic Council shall review, approve, and transmit to the Dean, all new degree programs offered within the College. Detailed requirements of such degree programs as promulgated by the department, and any changes therein, must be filed with the Committee on Graduate Studies before they become effective. The committee shall include this information in its next report to the College Academic Council.

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#### **Article XI. Granting of Degrees**

- A. The names of those undergraduate students who have completed the requirements established by the Assembly for graduation shall be presented by the Dean, or his or her designate, to the Committee on Undergraduate Studies and Advising and that committee is authorized by the Assembly, on its behalf, to recommend to the Dean, the Chancellor, and the Board of Regents that the respective degrees be conferred.
- B. The names of those graduate students who have completed the requirements established by the Assembly and the Graduate Faculty for graduation in the various graduate programs in arts and sciences shall be presented by the Dean to the Committee on Graduate Studies and that committee is authorized by the Assembly, on its behalf, to recommend to the Dean, the Graduate School, the Chancellor, and the Board of Regents that the respective degrees be conferred.

#### **Article XII. Parliamentary Procedures**

- A. The latest revised edition of Roberts Rules of Order shall constitute the rules of order of the Assembly meetings.
- B. A motion for an electronic mail ballot on any main motion before the Assembly shall be in order after the call for the question but before a vote is taken. It shall be adopted providing twenty-five percent of the members present or 25 members, whichever is the smaller, favor such a motion. The arguments pro and con on the main motion which were presented at the Assembly meeting(s), shall be extracted from the minutes of the meeting(s) and shall accompany the ballot sent to each voting member of the Assembly. A motion to reconsider shall not apply to the electronic mail ballot.

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**Article XIII. Changes in Bylaws**

A motion to change the Bylaws of the Assembly requires a two-thirds majority of those present at the Assembly meeting, or a two-thirds majority of respondents to an electronic mail ballot. for passage and shall be put to vote when:

A. The motion was originally presented at the preceding meeting of the CAC.

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B. The CAC has reviewed and discussed the proposed change, and a two-thirds majority of the CAC membership votes to forward the motion to the full Assembly.

C. A meeting of the Assembly is held to present and discuss the proposed changes.

D. It has been distributed to the Assembly in writing at least one week prior to the meeting, or the date that the electronic ballots are distributed, in which the vote is to be taken.

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