

**COLLEGE OF ARTS AND SCIENCES
BYLAWS ***

*Approved by the faculty of the College of Arts and Sciences, April 17, 2002.

College of Arts and Sciences Bylaws

Table of Contents

PREAMBLE	6
ARTICLE I Mission Statement	6
ARTICLE II. Relationship to Howard University	7
Section 1. Basic Authority	7
Section 2. Trustee Legislation	7
ARTICLE III. College Structure	7
Section 1. General Administration	7
Section 2. Administrative Organization	8
A. Dean	8
B. Associate Deans	9
C. Administrative Staff	9
D. Administrative Support Units	9
ARTICLE IV. Students	10
Section 1. Arts and Sciences Student Council	10
Section 2. Student Participation in Governance	10
Section 3. Student Privacy Rights	10
ARTICLE V. Faculty	11
Section 1. Definitions	11
A. Faculty Composition	11
B. Faculty Ranks and Appointments	11
Section 2. Appointments, Promotions and Tenure	12

Section 3. Voting Rights	13
Section 4. Faculty Meetings	14
A. Regular Faculty Meetings	14
B. Special Faculty Meetings (Call Meetings)	14
C. Quorum.....	14
D. Rules of Order	15
E. Parliamentarian	15
F. Faculty Secretary	15
G. Archivist	16
H. Student Representation	16
Section 5. Divisional Organization and Departmental Chairs ..	16
A. Academic Divisions	16
B. Departments	18
1. Departmental Chairs	18
2. Departmental Chair Selection	18
3. Departmental Chairs' Terms	18
4. Chairs' Responsibilities	18
5. Departmental Autonomy	18
6. Creating, Reconstructing and Closing Departments	18
7. Departmental Committees	19
8. Committees Compositions and Duties	19
Section 6. Honors Council	20

ARTICLE VI. Committees	20
Section 1. Types of Committee	20
Section 2. Committee Membership: Eligibility, Methods of Election and Term of Office	20
Section 3. Standing Committees	21
A. Standing Committees Description	21
B. Composition and Responsibilities of Standing Committees	22
1. Executive Committee	22
2. Appointments, Promotions and Tenure Committee	23
3. Academic Policy and Standards Committee	24
4. Assessment Committee	24
5. Readmission and Academic Status Committee	25
6. Admissions Committee	25
7. Recruitment and Retention Committee	26
8. Sabbatical Leave Committee	26
9. Student Grievances Committee	26
10. Alumni Awards and Honorary Degrees Committee	27
11. Faculty Welfare and Compensation Committee	27
12. Lucy E. Moten Scholarship Committee	27
13. Nominations Committee	27
14. Human Research and Intellectual Property Ethics Committee	28
15. The Honors Council	28
16. Technology Committee	29

17.	Distinguished Faculty and Outstanding Departments Awards Committee	29
18.	Judiciary Committee	29
19.	Merit Committee	30
	Section 4. Ad Hoc Committees	30
ARTICLE VII.	Summer Governance	30
ARTICLE VIII.	College Evaluation	31
ARTICLE IX.	Communication	31
ARTICLE X.	Procedure to Amend Bylaws	32

PREAMBLE

Six months after Howard University admitted its first students in 1867, the College of Arts and Sciences (then called the "Collegiate Department") opened with offerings in English, Greek, Latin, French, German, Spanish, Mathematics, Philosophy, and Botany. During the next ten years, the curriculum was expanded to include Theology, History and additional work in science.

During the years since its opening, the College of Arts and Sciences has expanded through the addition of new programs, and contracted due to the merger of some programs and the departure of several others that became full colleges and schools. The School of Education, the School of Business, the School of Communication and the School of Social Work had their origins in the College.

Leading scholars, researchers and educators have found a home in the College of Arts and Sciences through the years. Graduates of the College have made outstanding contributions to their communities, the nation and to the world. Its students come from virtually every state of the United States of America, and from many parts of the world.

The College's four divisions – Fine Arts, Humanities, Natural Sciences, and Social Sciences – offer programs leading to the Bachelor of Arts, or Bachelor of Sciences, Bachelor of Music, or Bachelor of Music Education degrees in twenty-two undergraduate academic programs. Also, the College of Arts and Sciences offers the Bachelor of Fine Arts, Master of Fine Arts, Master of Music and Master of Music Education.

Article I. Mission Statement

In accordance with the mission of Howard University, the College of Arts and Sciences provides its students with an undergraduate education grounded in the quest for intellectual freedom, social justice, artistic expression and pursuit of knowledge. Ultimately, the programs of the College seek to encourage the development of critical and creative thinking in both the scholarly and artistic modes.

Solutions to human, scientific and social problems are achievable through the liberal, fine and performing arts, and the natural and social sciences. The rich variety of programs offered by the four divisions of the College reflects the diversity of society-at-large.

With diverse curricula and degree programs, emphasis on synthesis of knowledge/learning and a sense of responsibility to the global community, the College of Arts and Sciences provides a haven and source of nurture to culturally diverse students of all academic pursuits.

Article II. Relationship to Howard University

Section 1. Basic Authority

The basic authority under which the College of Arts and Sciences operates is the charter of the University. The charter stipulates that "the immediate governance of the several departments, subject to the control of the Trustees, shall be entrusted to their respective faculties, but the Trustees shall regulate the course of study, prescribe, with the advice of the professors, the necessary textbooks, confer such degrees and grant such diplomas as are usually conferred and granted in other universities." (University Charter Section 6).

Section 2. Trustee Legislation

The College of Arts and Sciences is governed by policies and regulations enacted by the Board of Trustees. These policies and procedures may be incorporated in the Howard University Faculty Handbook. This handbook states: "Each school or college shall be organized and governed according to bylaws that have been approved by its faculty and the Board of Trustees." (p.1-8)

Article III College Structure

Section 1. General Administration

- A. The administration shall include the Dean, Associate Deans, Chairs, Directors and faculty members who have been appointed to specific academic programs and various support units.
- B. The students of the College of Arts and Sciences shall include those persons enrolled in its principal academic divisions: Division of Fine Arts, Division of Humanities, Division of Natural Sciences and Division of Social Sciences.
- C. Organized in divisions and departments, the faculty shall include persons specified below in detail in Article VI.

Section 2. Administrative Organization

A. Dean

The College of Arts and Sciences shall be headed by the Dean, who is the chief academic and administrative officer of the College and who is subject to the Howard University Faculty Handbook and Bylaws of the College of Arts and Sciences, the rules and regulations of the Board of Trustees, and the supervisory authority of the Provost and the President of Howard University. Upon the recommendation of the President, the Dean shall be appointed by the Board of Trustees and shall serve at the pleasure of the President.

1. Candidates for the office of Dean of the College of Arts and Sciences shall be nominated by a search committee to be elected by the faculty, which will include at least one faculty member from each of the four academic divisions of the College: Fine Arts, Humanities, Natural Sciences, and Social Sciences.
2. The specific responsibilities of the Dean include, but are not limited to, the following:
 - a) To recruit departmental Chairs and faculty members in consultation with the faculty;
 - b) To prepare the College budget in consultation with the Executive Committee;
 - c) To facilitate communication among the faculty and students of the College and other units of the University;
 - d) To review and transmit proposals and recommendations from the tenured faculty for appointments, promotions and tenure; and
 - e) To act upon initial personnel recommendations to the College at the ranks of Lecturer, Instructor and Assistant Professor during summer when the College's Appointments, Promotions and Tenure Committee is in recess.

B. Associate Deans

1. In conforming with the policies and procedures of the University, the Dean shall select assistants who facilitate the dean's duties. The Dean shall assign duties and responsibilities to the assistants.
2. In a position description, the Dean shall specify the duties and responsibilities of the Associate Deans.

C. Administrative Staff

1. Administrative staff shall be appointed by the Dean.
2. The length of appointments shall be determined by the Dean.
3. Detailed position descriptions shall be made available by the Dean to appointees.

D. Administrative Support Units

1. Administrative support units of the College may include the following centers and offices:
 - a) Center for Pre-Professional Education
 - b) Duplicating Center
 - c) Educational Advisory Center
 - d) Multi-Media Center (inclusive of an audio-visual services unit)
 - e) Choirs and Band Office
2. Support units shall be administered by Directors appointed by, and accountable to, the Dean. The duties of the Directors shall be determined by the Dean and position descriptions shall be made available by the Dean to Directors.
3. When new support units of the College, containing both academic and administrative functions, are required, the Dean shall establish them with the advice of the faculty of the College.

Article IV. Students

Section 1. Arts and Sciences Student Council

The official student organization in the College of Arts and Sciences is the College of Arts and Sciences Student Council. The Arts and Sciences Student Council is structured under its own Bylaws and functions accordingly.

Section 2. Student Participation in Governance

According to the following situations, students in the College may attend and participate in the meetings of the College faculty, College committees, and departmental faculty, and in departmental meetings. Students shall not attend any committee or any portion of a committee meeting that addresses matters of finance, tenure, promotions, appointments, staff personnel or student records. Nor shall students be allowed to attend executive sessions of the faculty. As a general rule, faculty to student ratio on committees shall be three faculty members to two students. Except where otherwise specified, student committee members shall be chosen according to procedures established by the College of Arts and Sciences Student Council.

Section 3. Student Privacy Rights

- A. In compliance with the Family Educational Rights and Privacy Act, and policies and procedures adopted by Howard University pursuant to it, the following rules and procedures apply to students in the College of Arts and Sciences:
- B. Students must be notified of their rights under the Family Educational Rights and Privacy Act through an annually published notice in the Student Reference Manual and Directory of Classes.
- C. Faculty members of the College will observe the disclosure provisions of the Family Educational Rights and Privacy Act in processing external student record information requests.

Article V. Faculty

Section 1. Definitions

A. Faculty Composition

The faculty of the College of Arts and Sciences shall consist of the Dean, Associate and Assistant Deans who hold faculty status, Professors, Associate Professors, Assistant Professors, Instructors, Master Instructors, and Lecturers who provide academic instruction to students.

B. Faculty Ranks and Appointments

Full-time academic positions include the principal services of teaching, research, community service and professional development; and shall consist of the ranks of Professors, Associate Professors, Assistant Professors, Instructors, Master Instructors, and Lecturers.

1. The five major classes of full-time positions include "tenured, career status, probationary (tenure track), temporary, and special contracts" (Howard University Faculty Handbook 2-2 2.5).
2. The initial appointment at the rank of professor shall be with tenure except in those rare instances when a professor without previous appointment at the University may be appointed for a period not to exceed three years. A reappointment to this rank must be with tenure.
3. Associate Professors may receive tenured appointments, probationary (tenure-track) appointments, or temporary appointments. (Howard University Faculty Handbook, 1993, 2.4.2.5)
4. Assistant Professors may receive probationary (tenure-track) appointments or temporary appointments. In extraordinary situations, tenure may be awarded to an Assistant Professor. (Howard University Faculty Handbook, 1993, 2.4.2.6)
5. Instructors may receive a probationary appointment, temporary appointment or a career status appointment. Time spent in this rank shall be counted as part of the probationary period for tenure and shall not exceed "a total of 7 years of full-time service plus pro rata part-time service."

Appointments are for 1, 2, or 3 years. (Howard University Faculty Handbook, 1993, 2.4.2.7)

6. The position of Master Instructor is a continuing term appointment available to instructional employees of the College who have not had probationary appointments. Master Instructor appointment has renewable terms contingent upon satisfactory instructional evaluations by peers, students and the Department Chair or Director as well as renewal recommendations submitted by the departmental Committee on Appointments, Promotions and Tenure and the Department Chair or Director. Master Instructor appointment may extend to retirement age unless terminated by resignation, early retirement, incapacity for medical reasons, death, action of the Board of Trustees, financial exigency, program elimination, termination for unsatisfactory evaluation, or a recommendation for non-renewal submitted by the departmental Chair or Director.
7. The position of Lecturer is non-tenured, and non-probationary. Appointments are temporary for one year or less, but may be renewed. (Howard University Faculty Handbook, 1993, 2.4.2.8)
8. Term appointments vary with rank and stipulated conditions. A fully executed faculty agreement signals the renewal of a faculty appointment.

Section 2. Appointments, Promotions and Tenure

A. Recommendation Procedures

The tenured faculty and chair independently have the responsibility for reviewing and recommending appropriate action on matters concerning faculty appointments, reappointments, promotions, indefinite tenure, career status, and dismissals. Consideration of these matters is to be by faculty action through established procedures in the Manual for Appointments, Reappointments, Promotions, Tenure, and Career Status in the College of Arts and Sciences.

B. Search Procedures

Search for an individual to fill a faculty position shall be initiated by the Departmental Chair based on written authorization by the Dean. Search shall be carried out in collaboration with departmental faculty. In announcing the search, "wherever possible, positions will be nationally advertised." (Howard University Faculty Handbook, pp. 2-25. Sect. 2.7.1).

C. Appointment Procedures

Departmental Chairs and the tenured faculty initiate appointment recommendations for their departments. Completed departmental recommendations, and dissenting statements, are forwarded to the Dean. The Dean shall seek advice from the College's Appointments, Promotions and Tenure Committee on recommendations for all appointments to the faculty. Following action by this committee, a package consisting of the Dean's recommendation, together with all prior recommendations, is forwarded to the Provost. "For temporary appointments below the rank of associate professor that are neither tenured nor tenure-track, final signatory" authority rests with the Provost. (Howard University Faculty Handbook, 1993, p. 2-26); for all other appointments, final signatory authority rests with the President of the University. (Howard University Faculty Handbook, 1993, p. 2-25.)

D. Reappointment Procedures for temporary, probationary, or career status faculty

Persons appointed to the rank of Instructor and to the position of Master Instructor, Lecturer, and Visiting Professor may be considered for appointment at the expiration of their current term, except when such reappointment would extend the appointment beyond the maximum allowable time in a probationary or temporary status, or beyond the term of any grant from which the salary of the faculty member is paid.

Section 3. Voting Rights

- A. Voting in faculty meetings shall be limited to regular full-time faculty members who shall consist of the Dean, Associate Deans, Professors, Associate Professors, Assistant Professors, Master Instructors, Lecturers and Instructors with appointments for a term of one year or longer, in accordance with regulations established by the Board of Trustees.

- B. Faculty members on sabbatical leave who attend College meetings have voice and vote, but voting by proxy is not permissible. Retired faculty and adjunct faculty shall not be entitled to vote.

Section 4. Faculty Meetings

- A. Regular Faculty Meetings

The faculty of the College of Arts and Sciences shall meet once a month, during nine months of the academic year, on a day and time determined each academic year by the Dean. The Dean is responsible for distributing the agenda five business days prior to each faculty meeting. The Dean presides over the faculty meetings. In the Dean's absence, an Associate Dean may preside. Written faculty and student proposals for inclusion on the agenda should be submitted to the Dean ten business days prior to the faculty meeting. All reports or proposals requiring faculty vote must be written, submitted, and disseminated to the academic units through the Chairs and Directors at least five business days prior to the faculty meeting at which action is to be taken.

- B. Special Faculty Meetings (Call Meetings)

Special meetings of the faculty shall be called by the Dean or an Associate Dean upon the Dean's absence in accordance to these circumstances: (1) on the Dean's initiative, (2) upon a majority vote of the Dean's Advisory Council [Chairs, Directors, Associate Deans, and Assistants] stating the purpose of the proposed meeting, (3) upon written request of two divisions, transmitted through divisional Chairs, stating the purpose, or (4) upon the petition of twenty (20) members of the voting faculty, stating the purpose, who shall also be present if a vote is to be taken.

- C. Quorum

A quorum shall consist of 10 percent of the faculty eligible to vote, provided meeting notification and agenda have been distributed in conformity with the Bylaws. If eligible faculty attendance at an announced meeting is less than 10 percent on each of two consecutive occasions, the Executive Committee of the College shall convene and conduct the business at hand.

D. Rules of Order

All faculty meetings must adhere to the current edition of Robert's Rules of Order Revised. During any meeting, the faculty may adopt modifications of these rules, if approved by a two-third majority vote by faculty.

E. Parliamentarian

1. The Dean shall appoint a Parliamentarian before the first regular faculty meeting of the academic year. The Parliamentarian shall serve for one year, and may be appointed for successive terms.
2. The duties of the Parliamentarian:
 - a) Maintain correct forms of parliamentary procedures at meetings;
 - b) Provide information on rules governing transactions at meetings;
 - c) Provide expert knowledge on the order of precedence of motions;
 - d) Render a decision on procedure when parliamentary procedures are in dispute; and
 - e) Bring to each faculty meeting a current edition of Robert's Rules of Order Revised.

F. Faculty Secretary

1. A secretary shall be appointed by the Dean from the full-time faculty before the first regular meeting of the academic year and serve for one academic year. The secretary may be appointed for successive terms.
2. Secretary's responsibilities include reviewing and transmitting the official minutes, which shall be made available to the faculty five business days prior to the next regular scheduled faculty meeting.

G. Archivist

An archivist for the College shall be appointed by the Dean to maintain archives of official records, minutes, recommendations, resolutions, and other documents as directed.

H. Student Representation

1. Students may attend faculty meetings of the College of Arts and Sciences, except when the faculty meeting is in executive session. These students shall have the privilege of voice but not vote.
2. Sixteen official student representatives have the privilege of the floor and the right to make motions. These students are:
 - a) The four officers of the College of Arts and Sciences Student Council;
 - b) The four College of Arts and Sciences representatives elected to HUSA;
 - c) The four class presidents; and
 - d) The four elected representatives who are assigned from each class.
3. The College of Arts and Sciences Student Council shall be notified in advance of all faculty meetings and receive minutes of meetings excluding discussion of matters of finance, tenure, promotions and appointments, staff personnel or student records. (See Section 2. Student Participation in Governance)

Section 5. Divisional Organization and Departmental Chairs

A. Academic Divisions of the College of Arts and Sciences

1. Divisions are established by action of the Board of Trustees upon recommendation by the faculty in the College, as follows:
 - a) The Division of Fine Arts comprises the Departments of Art, Music, and Theatre Arts;

- b) The Division of Humanities comprises the Departments of Classics, English, Modern Languages and Literatures, and Philosophy;
- c) The Division of the Natural Sciences comprises the Departments of Biology, Chemistry, Comprehensive Sciences Program, Mathematics, Physics and Astronomy, Psychology, and Health, Human Performances, and Leisure Studies; and
- d) The Division of the Social Sciences comprises the Departments of African Studies, Afro-American Studies, Economics, History, Political Science, and Sociology/Anthropology.

2. Divisions Organization

To advance their related intellectual purposes, instructional goals and professional concerns, any or all of the Divisions may establish procedures to adhere to internal governance and committee rules that are appropriate for discharging the Divisions' responsibilities according to the Bylaws and as defined below:

- a) Prescribing the scope and nature of courses that satisfy divisional and core curricula requirements;
- b) Supervising general degree requirements falling within their scope;
- c) Establishing a student advisory system when appropriate; and
- d) Making distinct the professional standards applicable to faculty appointments, promotions, and tenure within the Divisions, where such standards may be specific to the practice of the discipline or required by accrediting bodies.

3. Chairs of Divisions

Each Division shall have a Chair elected by the faculty members of the Division. No Division Chair shall serve more than four consecutive years.

B. Departments

1. Each Department shall have a Chair who shall be a tenured member of the faculty of the College.
2. A new Departmental Chair shall be selected according to the procedures set forth in the Howard University Faculty Handbook (1993). The Dean shall authorize the election of a departmental faculty search committee which shall forward nominations to the Dean. The Dean may recommend a candidate not included among the nominees of the search committee. Both the nominees selected by the Dean and the search Committee shall be forwarded to the Provost and the President, with relevant memoranda.
3. The usual term of office for a Departmental Chair shall be three years; incumbent Chairs shall be eligible for reappointment at the expiration of a term. The Chair shall serve as Chair of the Departmental Executive Committee. (Howard University Faculty Handbook, 1993, Section 1.6.3.)
4. The Chair's responsibilities include faculty recruitment, development and evaluation; program development; review and assessment; student advising; departmental budgeting and budget control; class schedule planning; general coordination of research, teaching, and outreach activities. The Chair shall be responsible for the administration of the Departmental affairs.
5. A department shall have the fullest measure of autonomy consistent with the Bylaws of the College and University policy. All full-time departmental faculty members and all full-time joint appointees shall have the right to vote

6. Creating, Restructuring and Closing Departments

A new department shall be created or an old department discontinued or two or more merged pursuant to the recommendation of the faculty of the College. Upon approval of the recommendation, it shall be transmitted to the Provost and the President and finally to the Board of Trustees for approval.

7. Departmental Committees

Each department shall have the following committees: (a) Executive Committee; (b) Committee on Appointments, Promotions and Tenure; and (c) Curriculum Committee, and those committees mandated by the University and by the College. The Chair of each committee, except the Executive Committee, shall be elected annually by the Committee members.

8. Composition and Duties of Departmental Committees

- a) The membership and size of the Executive Committee shall be determined by majority vote of eligible departmental faculty, and its duties shall include the making of budget requests and the disposition of other matters as are delegated to it. The Chair of the Committee shall be the Chair of the Department. Where possible, one-third of the committee members shall be non-tenured faculty. In departments with an insufficient number of members in the two upper ranks, the departmental faculty shall elect its Executive Committee from its ranks.

Student members of the Curriculum Committee shall be eligible to attend Executive Committee meetings as voting members under the same conditions as required of departmental faculty meetings when curriculum matters are discussed.

- b) Departmental Appointments, Promotions and Tenure Committee

This Committee shall consist of all full-time tenured members of the department. It shall be responsible for processing and sending to the Chair all recommendations for appointments, reappointments, promotions and tenure or career status faculty, with due regard to the various technical requirements within the College and the University. All faculty members eligible for reappointment or promotion shall have their files reviewed annually.

c) Departmental Curriculum Committee

The Departmental Curriculum Committee shall consist of full-time faculty members elected by the department, and of students elected by the majors and minors in the department. For this committee, the maximum ratio of faculty members to student members shall be three-to-two. The Curriculum Committee shall maintain constant study and review of the departmental curriculum and make appropriate recommendations to the departmental faculty. Other university schools and colleges whose students attend required courses in a given department may be invited to send a liaison person to consult with the Curriculum Committee of that department.

Section 6. Honors Council

The faculty conducts an Honors Program through an Honors Council. The Honors Council shall consist of five elected faculty members and the Director of the Honors Program.

Article VI. College of Arts and Sciences Committees

Section 1. Types of Committees.

- A. Standing committees which are required by the University;
- B. Standing committees which are established by the College;
- C. Ad hoc committees evolving out of the administrative needs of the College.

Section 2. Membership: Eligibility, Method of Election, Term of Office

- A. To be eligible for membership on any College committee, a faculty member must be serving the university on a full-time basis with at least one-year of service.
- B. A faculty member shall serve on no more than two standing committees of the College at any given time.
- C. Committee members shall be elected by faculty vote from a slate prepared by the Nominations Committee. The slate may be amended by nominations from the floor.

- D. The term of office on each committee shall be two years. No member shall serve more than four (4) consecutive years.
- E. With the exception of the Appointments, Promotions and Tenure Committee and the Student Grievance Committee, a quorum shall consist of a majority of the faculty members on the committee.
- F. Committee members who are unable to participate in committee work either because of leave of absence, or who have not otherwise participated in the work of the committee for one semester, will be replaced through a new nomination process.
- G. Students shall be voting members of committees as specified.

Section 3. Standing Committees

- A. Standing Committees of the College of Arts and Sciences are as follows:
 - 1. Executive Committee;
 - 2. Appointments, Promotions, and Tenure Committee;
 - 3. Academic Policy and Standards Committee;
 - 4. Assessment Committee;
 - 5. Re-Admissions and Academic Status Committee;
 - 6. Admissions Committee;
 - 7. Recruitment and Retention Committee;
 - 8. Sabbatical Leave Review Committee;
 - 9. Student Grievances Committee;
 - 10. Alumni Awards and Honorary Degrees Committee;
 - 11. Faculty Welfare and Compensation Committee;
 - 12. Lucy E. Moten Scholarship Committee;
 - 13. Nominations Committee;
 - 14. Human Research and Intellectual Properties Ethics Committee;

15. Honors Council;
16. Technology Committee;
17. Distinguished Faculty and Outstanding Departments Awards Committee;
18. Judiciary Committee; and
19. Merit Committee.

B. Composition and Responsibilities of Standing Committees
(Mandated by the Faculty Handbook (1993) and/or by the University.)

1. Executive Committee

a) Purpose

The Executive Committee shall be responsible for matters delegated by the Dean on behalf of the faculty and shall act when the full faculty cannot be expeditiously convened. The actions of the Executive Committee for the faculty shall be reported at the next meeting of the faculty. The faculty may modify such action when indicated.

b) Composition

The Executive Committee shall consist of the four elected Division Chairs and two representatives per division (including one tenured full-time faculty member and one full-time probationary faculty member, from each Division).

c) Officers

The Dean shall be Chair of the Executive Committee and shall vote only in the event of a tie.

d) Elections and Terms

Except Division Chairs, members shall be elected by the faculty. The term of office for an executive committee member shall be two years. No member, except Division Chairs, shall serve more than four consecutive years.

e) Budget Advisory Role

The Executive Committee, in an advisory capacity, shall be responsible for the review of budgetary matters of the College of Arts and Sciences and other matters as delegated.

f) Meetings

Regular meetings shall be monthly. Others shall be called at the request of the Dean, or at the written request of at least eight members of the Committee.

g) Majority Vote

Majority vote of the members present shall constitute committee action. The Executive Committee may act without a meeting when polled by the Dean with responses in writing. The action taken, however, shall be reported at the next regular meeting of the Committee

h) Participation

Committee members may not participate in decisions or deliberations for which, under the provisions of the Howard University Faculty Handbook (1993), they otherwise would be ineligible to participate.

2. Appointments, Promotions and Tenure Committee: Membership and Responsibilities.

- a) The Committee shall consist of twelve (12) professors, with tenure, none of whom shall be the Chair of a department or a member of the Dean's Advisory Council. There shall be included three persons from each academic division of the College.
- b) From the Dean of the College this Committee shall receive, review and evaluate all recommendations for tenure and promotion. In addition, the Committee shall receive, review and evaluate all recommendations for appointment and promotion to the rank of Associate Professor and Professor. The Committee shall send to the Dean a report of its considered judgement in regard to all received recommendations on the basis of review and evaluation of the candidates' credentials.

- c) Persons serving on the College APT committee shall neither vote nor participate in deliberations on candidates from their respective departments.
- d) Recommendations for tenure as well as appointments and promotions to the rank of Associate Professor and Professor shall originate with the department and shall be forwarded to this Committee by the Dean. Where there is a difference in the opinion of the Department and/or the Committee and/or the Dean, the Dean shall send forward each differing recommendation, as consistent with the procedures outlined in the Howard University Faculty Handbook (1993). No appointment shall be made to the faculty at the ranks of Associate Professor or Professor in the College unless this procedure is followed during the regular academic year.

3. Academic Policy and Standards Committee

- a) The Committee shall consist of six (6) faculty members and four (4) voting student members as follows: two (2) Professors, two (2) Associate Professors, two (2) Assistant Professors, two from the ranks of Assistant Professor and Instructor, and four (4) voting students members designated by the Arts and Sciences Student Council.
- b) The Committee shall conduct an on-going study and review of all academic policies and standards of the College of Arts and Sciences and shall make appropriate recommendations to the faculty.

4. Assessment Committee

- a) The Assessment Committee shall consist of six (6) faculty members, two (2) student members and one (1) academic administrator of the College.
- b) The faculty will elect two faculty members; each division will select one faculty; the Arts and Sciences Student Council will designate the two student members; and the Dean will appoint the academic administrator.

Purpose

- a) The Assessment Committee shall coordinate assessment efforts in the College of Arts and Sciences and share information about assessment results and strategies with faculty members.
 - b) The Assessment Committee shall communicate with the Center for Excellence in Teaching, Learning and Assessment to ensure that the College of Arts and Sciences is in compliance with University wide assessment standards, procedures and policies.
 - c) The Assessment Committee shall provide faculty with technical assistance, information for design and implementation of classroom and program assessment techniques
 - d) The Assessment Committee shall monitor program reviews in the College.
5. Readmission and Academic Status Committee
- a) The Committee shall consist of six (6) faculty members.
 - b) The Committee shall review applications for readmissions from students who were suspended from the College because of poor academic performance. The Committee shall determine the disposition of the applications and shall make recommendations to the Dean.
6. Admissions Committee
- a) The Committee shall consist of eight (8) faculty members; one elected by each division and four (4) elected at-large.
 - b) The Committee shall consult with the Dean concerning current enrollment requirements and admissions standards used by the College.
 - c) The Committee shall maintain an ongoing review of admissions standards used for admitting students into the College, and shall make appropriate recommendations concerning admissions procedures to the faculty.

- d) The Committee shall be responsible for assembling and training a panel to review all applications to the College of Arts and Sciences.

7. Recruitment and Retention Committee

- a) The Committee shall consist of six (6) faculty members and four (4) voting students.
- b) The Committee shall conduct on-going reviews of recruiting policies and retention practices. The Committee is expected to make recommendations for increasing the effectiveness of recruitment efforts and the success of retention programs.

8. Sabbatical Leave Committee

- a) The Committee shall consist of six (6) full-time faculty members and shall maintain a constant study and review of the policies governing the granting of sabbatical leave as set forth in the Howard University Faculty Handbook (1993)(pp. 3-4/3-6) and shall make recommendations through the Dean to the faculty.
- b) The Committee shall review and adjudicate all individual complaints involving sabbatical leave and shall make appropriate recommendations to the Dean.

9. Student Grievances Committee

- a) The Committee shall consist of seven (7) members as follows: four (4) faculty; one (1) Professor, one (1) Associate Professor, one (1) Assistant Professor and one (1) Instructor; three (3) voting student members with one (1) appointed by the College of Arts and Sciences Student Association (CASSA); one (1) appointed by the president of CASSA; one (1) appointed by the vice president of CASSA. Alternate members, where feasible, shall replace members belonging to the same department as the aggrieved party, being chosen by majority vote of the regular committee members.
- b) The Committee shall elect its Chair who shall serve without vote except in the case of a tie.

- c) The Committee shall hear grievances of students, individuals or groups which were not resolved at the departmental level. The Committee will forward its recommendations to the Dean.
10. Alumni Awards and Honorary Degrees Committee
- a) The Committee shall consist of six (6) faculty members and four (4) students.
 - b) The Committee shall solicit from the faculty and other sources the names and curricula vitae of persons to be recommended for University Honors and shall present a list of names annually for consideration by the faculty of the College.
11. Faculty Welfare and Compensation Committee
- a) The Committee shall consist of six (6) faculty members: two (2) Professors, two (2) Associate Professors, and two (2) from the ranks of Assistant Professor and Instructor.
 - b) The Committee shall conduct regular reviews of policies, procedures and activities of all units of the University affecting the welfare of the faculty and shall report its findings annually or more frequently if required.
 - c) The Dean or the Dean's designee shall provide such non-confidential data as necessary for the discharge of the Committee's duties.
12. Lucy E. Moten Scholarship Committee
- a) The Committee shall consist of six (6) faculty members.
 - b) The Committee shall interview all applicants for the Lucy E. Moten Scholarship and shall make recommendations to the Dean.
13. Nominations Committee
- a) The Committee shall consist of six (6) faculty members: two (2) Professors, two (2) Associate Professors, and two (2) from the ranks of Assistant Professor and Instructor.

- b) The Committee shall prepare annually a slate of candidates for membership on the standing committees of the College of Arts and Sciences in accordance with stated requirements.
14. Human Research and Intellectual Property Ethics Committee
- a) The membership shall consist of six (6) faculty members, one elected by each division and two (2) elected at-large
 - b) The Committee shall advise the Dean and the College on policies relating to the ethics of human research and intellectual properties issues
 - c) The Committee shall act as a liaison between the Institutional Review Board of the University and the College of Arts and Sciences.
15. The Honors Council
- a) The Honors Council shall consist of the Director of the Honors Program, five (5) other faculty members, one selected by each division and one at-large; and two (2) students members, one (1) selected by the Director and one (1) selected by the College of Arts and Sciences Honors Association (CASHA).
 - b) The faculty members of the Honors Council, after a review of their records, shall invite students accepted for admission to Howard University (first and second-year students) to join the Honors Program on the basis of test scores and academic records.
 - c) The Honors Council shall consult, whenever necessary, with the Office of Registration and Records to obtain data on student applications with grade point averages qualifying them for the Honors Program.
 - d) The Honors Council shall conduct regular reviews of the Honors Program and shall make appropriate recommendations to the faculty.
 - e) The Director of the Honors Program, appointed by the Dean, shall assist the departmental advisors in advising their majors in the Honors Program.

- f) Several departments and divisions shall offer honors general education courses in all required areas, except foreign languages.
16. The Technology Committee
- a) The Committee shall comprise of six (6) members: two (2) members elected by the faculty, and one member selected by each of the four divisions.
 - b) Committee members shall serve for a maximum of two consecutive full terms; the length of a full time shall be two years.
 - c) It shall be the duty of the Committee to advise the College on technology policy and to formulate a strategic technology plan for consideration by the faculty, and to continually monitor and update the plan after its approval by the faculty.
17. Distinguished Faculty and Outstanding Departments Awards Committee
- a) The membership of the committee shall consist of six (6) faculty members and four (4) students elected, one elected by each division and two (2) elected at large.
 - b) The committee will recommend to the College criteria and procedures for evaluating nominations for distinguished faculty and outstanding departments awards.
18. The Judiciary Committee
- a) The Judiciary Committee shall consist of nine (9) members; its composition follows: there shall be five (5) faculty members and four (4) student members with a faculty member serving as chairman.
 - b) Each division shall select a faculty member for the Judiciary Committee and one faculty member shall be elected at-large. The College of Arts and Sciences Student Council shall select the student members of the Committee.
 - c) All student members shall have full voting rights.

- d) The Committee shall hear and dispose of all cases of infringement of College and University regulations, in accordance with procedures established in the Code of Conduct.

19. Merit Committee

- a) The Committee shall consist of twelve (12) Professors, three (3) elected from each division
- b) The Committee shall advise the Dean on policies and procedures for evaluating applications for merit consideration
- c) The Committee shall assess merit applications and make recommendations to the Dean of the College.

Section 4. Ad Hoc Committees

The Dean shall establish ad hoc committees as needed to carry out new programmatic initiatives in the College.

Article VII. Summer Governance

Section 1.

For the College of Arts and Sciences, the academic year corresponds to the appointment dates for the nine-month faculty members, which are August 15 to May 15. On-going responsibility for governance rests with the Dean and the faculty of the College.

Section 2.

Subject to the regulations of the University, the Dean shall have the authority to make such summer appointments to relevant committees as are needed to govern the College. The Dean may select volunteers from among both twelve-month and nine-month faculty members to accept summer committee assignments with the College of Arts and Sciences.

Article VIII. College Evaluation

- A. Regular administrative evaluations of the College of Arts and Sciences, including academic and support programs, instruction, service, administration, faculty and staff shall be conducted. Evaluative instruments for specific disciplines will be developed by the individual units and divisions.
- B. The College of Arts and Sciences' Student Council will be encouraged to develop evaluative instruments independently, or in collaboration with the faculty or the administration.

Article IX. Communication

Section 1. Distribution of Minutes and Announcements

- A. Minutes and announcements of Faculty and Committees meetings will be distributed to the faculty by electronic mail, or over the internet.
- B. A hard copy of the minutes of faculty meetings will reside in the Office of the Dean and may be viewed by request.

Section 2. Committee Reports and other documents

- A. Reports of committees and other (non-sensitive) documents will be posted on the College of Arts and Sciences WEB page.
- B. A hard copy of reports of committees and documents will reside in the Office of the Dean and may be viewed by request.

Section 3. Notes, letters and memoranda

- A. Notes, letters and memoranda of a non-sensitive nature will be transmitted electronically.
- B. Notes, letters and memoranda of a sensitive or confidential nature will be transmitted by regular mail.

Section 4. Access to Electronic Mail

- A. Each faculty member in the College of Arts and Sciences will be given an e-mail address by the University. When communications are sent to that address, it shall be presumed that the faculty member has been notified.

- B. It is incumbent upon faculty members who elect to use an electronic mail address different from the one assigned by the university to make arrangements to have their mail forwarded to their electronic mail address of choice.

Article X. Procedure to Amend Bylaws

Section 1.

- A. An amendment to the Bylaws may be presented at any regular scheduled faculty meeting, provided the proposed amendment is announced to the faculty in writing at least one week in advance of the meeting. The announcement shall contain the exact wording of the proposed amendment.
- B. The proposed amendment shall be discussed at the meeting when it is presented.
- C. The proposed amendment shall be voted upon at the next regular scheduled faculty meeting.