

**BY-LAWS  
OF THE COLLEGE OF ARTS AND SCIENCES  
WESTERN CAROLINA UNIVERSITY  
Revised April 12, 2010**

**ARTICLE I. NAME**

Section 1. The name of this administrative unit shall be the College of Arts and Sciences, one of the eight constituent undergraduate and graduate colleges of Western Carolina University.

**ARTICLE II. ROLE AND MISSION**

Section 1. The College of Arts and Sciences operates under the Office of Provost at Western Carolina University. Its constituent members include the Departments of Anthropology and Sociology, Biology, Chemistry and Physics, Communication, English, Geosciences and Natural Resources, History, Mathematics and Computer Science, Modern Foreign Languages, Philosophy and Religion, and Political Science and Public Affairs.

The role of the College of Arts and Sciences is to implement the University's Mission through exploration of a broad range of human experience, knowledge, and expression.

The most significant activity is the learning/teaching process that takes place in classrooms, laboratories, studios, field locations, and offices, which engages students, staff, and faculty in a common effort to provide an environment where intellectual challenge, the free exchange of ideas, and high standards of scholarship and creativity prevail.

The College fulfills the University's declared aspirations through its curricula in the following ways:

- Programs in the humanities, social sciences, and natural sciences
- Liberal Studies courses that provide the basic skills and perspectives essential for preparing all university students for effective participation in contemporary life
- Support for the Honors College and Honors course options
- Specialized courses that serve the baccalaureate and graduate degree programs of the College and its sister colleges
- Course and programs that support teacher preparation and the Teaching Fellows Program
- Appropriate and responsible integration of technology as a tool for learning
- Faculty advisement of students
- Active participation of faculty, staff, and students with outside engagement activities and service learning which integrates community service with academic instruction and structured reflection in such a way that students gain further understanding of course content, develop career-related skills, meet community needs, and become responsible citizens.

The College supports the University's declared aspirations through discipline-related activities that benefit the University, region, state, nation, and the international community, in the following ways;

- Research, creative activity, and scholarly pursuits
- Faculty and student activities that reach beyond the classroom to a wider audience
- Faculty and student participation in university governance through involvement in departmental, college, and university activities

**ARTICLE III. MEMBERS**

Section 1. Membership in the College of Arts and Sciences is by virtue of appointment to the Faculty of Western Carolina University in one of the departments-of the College. The general faculty of the College of Arts and Sciences shall consist of the persons who shall be approved by the Board of Trustees of Western Carolina University for faculty status at the rank of instructor or above, or as further provided by the Board of Governors of the University of North Carolina, including those who are participants in the University of North Carolina Phased Retirement Plan.

## Section 2. Duties and Responsibilities

III 2.1 As provided by the Faculty Handbook, the general faculty of the College of Arts and Sciences shall have primary responsibility, within broader policy guidelines of the University, for curriculum, courses, methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.

III 2.2 The faculty shall consider reports from the Chancellor, the Faculty Senate, Faculty Committees, Departments, Colleges, and other units of the University and make recommendations concerning these reports; discuss matters relating to the welfare of the College and the University; and amend or repeal, with the consent of the Dean, any part or all of the By-Laws of the College.

## ARTICLE IV. ORGANIZATION

### Section 1. Officers

IV 1.1 The officers of the College of Arts and Sciences shall be a Dean, Associate Deans, a Faculty Secretary, and Department Heads' Council. These officers shall perform the duties prescribed by these By-Laws, the Faculty Handbook, The University Code, and the parliamentary authority adopted by the College.

- (a) The Dean of the College is the chief administrative officer of the College of Arts and Sciences and shall serve as Chair of the faculty of the College.
- (b) The Associate Deans of the College shall assist the Dean and a designated Associate Dean shall preside in the absence of the Dean or at the request of the Dean.
- (c) The Faculty Secretary of the College shall be elected by the faculty of the College from among the full-time faculty, including those who are participants in the University of North Carolina Phased Retirement Plan, and shall keep a record of its meetings.
- (d) The Department Heads' Council of the College shall consist collectively of the Department Heads.

### Section 2. Duties

IV 2.1 The duties of the Officers are as follows:

- (a) The Dean of the College is charged by the Chancellor and the Provost to plan, organize, direct, and control the affairs of the College as its chief administrative officer.
- (b) The Associate Deans of the College report directly to the Dean and are responsible for assisting the Dean generally in matters relating to the operation of the College. The Associate Deans represent the Dean's office in the absence of the Dean, attend meetings on behalf of the Dean, and conduct all correspondence including the preparation of reports delegated by the Dean as well as any other function delegated by the Dean.

c) The Faculty Secretary of the College shall keep minutes of all meetings of the general faculty of the College and enter these in the permanent minutes book of the general faculty; shall confirm records of all committee appointments both standing and ad hoc; shall be an ex-officio member of the Committee on Committees; shall be an ex-officio member of the Dean's Advisory Board; and shall keep records of all elections conducted by the College.

(d) The Department Heads' Council is directly responsible to the Dean. Members are the chief administrative officers of their respective units and have general administrative responsibility for matters affecting the academic strength and productivity of their units. It is their responsibility to develop and maintain a faculty and programs of excellence.

### Section 3. Selection of Officers

IV 3.1 Nominations for appointment to the office of Dean of the College shall be made to the Chancellor by the Provost after consultation with the department heads and a duly constituted committee appointed by the Chancellor. After consultation with the Board of Trustees, the Chancellor shall make a nomination to the President of the University of North Carolina. Periodic review of the work of this office shall be conducted, and the time between formal summative reviews shall in no case be more than three years with annual review required from specified constituencies.

IV 3.2 Nominations for appointment to Associate Dean of the College shall be made to the Dean by a duly constituted committee appointed by the Dean. After consultation with the Department Heads' Council, the Dean shall select an Associate Dean. Periodic review of the work of the Associate Dean shall be conducted, and the time between formal summative reviews shall in no case be more than three years with annual review required from specified constituencies.

IV 3.3 Nominations for Faculty Secretary of the College shall be made by the College Committee on Committees which shall select and submit to its Chair, for publication at least two weeks before the date of the election, the names of at least two qualified persons for this office. Additional nominees may be added to the ballot by written nominations signed by five Faculty members and submitted to the College Committee on Committees at least one week before the date of the election. The nominee receiving the highest number of votes shall be declared elected, unless that nominee has failed to receive a majority of the votes cast. In that event, a run-off election shall be held between the persons receiving the highest and the next highest number of votes cast. The person receiving the highest number of votes in the run-off election shall be declared elected. The Faculty Secretary shall serve for a term of three years and shall be eligible for re-election. The Dean has the authority to appoint a secretary in times of transition or when the office cannot be filled following the procedure outlined in paragraph IV.4.3.

IV 3.4 Membership on the College's Department Heads' Council is by virtue of an individual being appointed Department of one of the departments administered by the College.

### Section 4. Committee on Committees

IV 4.1 The Committee shall be composed of six full-time, tenured faculty members, including those who are participants in the University of North Carolina Phased Retirement Plan; three elected from the College at large, and three appointed by the Dean, from the College at large, with the provision that each has to come from a different department or area, and the Faculty Secretary, ex-officio. The Dean will appoint the Chair, who must have served on the Committee for at least two consecutive years previous to becoming Chair. All members will serve staggered three-year terms and be eligible for re-election or re-appointment.

IV 4.2 In making appointments, the Dean should give consideration to selecting area or building representatives. To the extent feasible, the Dean should also try to achieve a mixture of representatives

from the academic ranks of professor, associate professor, and the combined ranks of assistant professor and instructor.

IV 4.3 The Committee shall conduct all elections for College representatives to the Faculty Senate; Graduate Council; University Tenure, Promotion, and Reappointment Committee; and all committees and councils of the College that have elected members, according to the Faculty Constitution and the By-Laws of the College. It shall devise appropriate and uniform election procedures and shall maintain a record of all elections for the previous five years. In addition to the duties specified in the Faculty Constitution with regard to some elections, the Committee shall promulgate its own rules of procedure. The Committee shall insure that all nominations for elections conducted under its supervision are open. Questions of eligibility for nominations shall be resolved by the Committee. Committee decisions may be appealed to the Dean. The person who receives the highest number of votes without being elected shall be the alternate for each position decided by the election. The alternate shall be named by the Committee to fill, until the next general election, any vacancy which may occur. Should the naming of the alternate violate a rule of representation, the Committee shall select the most appropriate person receiving the highest number of votes in the most recent election to fill the vacancy.

IV 4.4. The Committee shall meet at the call of its Chair. All meetings shall be announced and scheduled in such a way that maximum attendance will be encouraged.

#### ARTICLE V. MEETINGS

Section 1 . The general faculty of the College shall meet at least once each term during the academic year. Special meetings may be called by the Dean, and shall be called upon written request to the Dean of ten percent of the members of the general faculty of the College. All members of the general faculty shall have the right to vote. The presence of at least 25% of the members of the general faculty shall be necessary for a quorum. All meetings shall be announced and scheduled in such a way that maximum attendance will be encouraged.

Section 2. The Dean shall preside at all meetings.

#### Section 3. Purpose of Meetings

V 3.1 The purpose of the periodic College meetings shall be to advise and discuss with the faculty major priorities within the College and the University. The Dean may bring to vote items relating to the general direction of the College. Specific concerns may be referred to appropriate committees within the College.

V 3.2. The Dean may call for specific committee reports to be presented to the faculty for discussion.

V 3.3 College meetings shall supplement but not replace the work of the Faculty Senate and other units of the faculty governance system. Meetings should provide forums for discussion, shared information, and general policy direction. The goal of the meetings shall be to further the concept of a community of scholars working to improve the College and the University.

#### ARTICLE VI. DEAN'S ADVISORY BOARD

Section 1. The Dean's Advisory Board shall be composed of the Dean of the College who shall serve as Chair, nine full-time members or members who are participants in the University of North Carolina Phased Retirement Plan, elected from the College at large (but no more than one from any one department), one member elected by the General Faculty of the College from one of the other undergraduate Colleges of the University, and the Faculty Secretary, ex-officio. Department Heads shall not be eligible to serve on the Dean's Advisory Board.

## Section 2 . Term of Membership

VI 2.1 Terms shall be for three years with succession only after one year off the Board except that the outside representative on the Board must come from different Colleges in successive terms.

VI 2.2 Initially, three members shall be elected to three-year terms; three, to two-year terms; and three, to one-year terms. Those members elected to one-year terms shall be eligible for immediate re-election. The term of the outside representative shall be two years, without eligibility for immediate re-election.

Section 3. The Dean's Advisory Board shall advise the Dean on any matter of concern to the Dean or to any member of the Board. At least one meeting per year will be devoted to issues surrounding conditions of faculty employment, including such matters as faculty salary, faculty workloads, scheduling of class times, and other such matters.

Section 4. The Board shall meet at least once each term, at the call of the Dean, or upon the request of at least three of its members addressed to the Dean.

## ARTICLE VII. COMMITTEES

### Section 1. General

#### VII 1.1 Standing Committees

The College of Arts and Sciences will have the following Standing Committees:

- (1) College Tenure, Promotion, and Re-appointment
- (2) Student Advisory
- (3) Student Honors and Awards
- (4) Teacher Education
- (5) Faculty Awards
- (6) Curriculum
- (7) Graduate Education
- (8) Student Appeals

(b) Additional Standing Committees may be constituted by the Dean upon the advice of the Department Heads' Council and/or the General Faculty of the College.

VII 1.2 Ad hoc committees may be appointed by the Dean.

VII 1.3 All committee chairs are expected to seek the help of faculty members, administrators, or others who have expertise in the area of their committee's responsibilities. Committee chairs are empowered to form subcommittees, either ad hoc or standing. Subcommittee members may be appointed by the committee chair and, when appropriate, may include persons not on the committee.

#### VII 1.4 Committee Members

(a) Those committee members who are elected will stand for election in the regularly scheduled annual elections held by the College. All committee members beginning a term will take office on the date of the College General Faculty meeting preceding the fall term.

(b) The College Committee on Committees will maintain records of elections so that, should an elected committee member give up membership, the faculty member who was runner-up can be appointed to fill the vacancy. Should such an appointment violate a rule of representation or the runner-up be otherwise unavailable to fill the position, then the College Committee on Committees will appoint the most

appropriate candidate from that election giving preference to the person with the most votes. If a suitable replacement cannot be found following these procedures, then the Dean will appoint a replacement to fill the vacancy until the next annual election.

VII 1.5 The Dean or designated Associate Dean shall call the first meeting of each committee which elects its Chair, and shall preside during the election.

VII 1.6 All committee meetings shall be scheduled and announced in such a way that maximum attendance will be encouraged.

## Section 2. College Tenure, Promotion, and Re-appointment Committee

VII 2.1 The College Tenure, Promotion, and Re-appointment Committee shall be composed of the Dean as the nonvoting Chair and eleven faculty members, six elected from the College at large and five appointed by the Dean. All members must be full-time, tenured faculty members of the College.

### VII 2.2 Term of Membership

(a) Initially, two members shall be elected by the general faculty to three-year terms; two, to two-year terms; and two, to one-year terms. All members shall be eligible for re-election. Subsequently, terms shall be for three years with no limitation on succession or number of terms. No more than one faculty member may be elected from a single department.

(b) Initially, two members shall be appointed to three-year terms; two, to two-year terms; and one, to one year terms. All members shall be eligible for re-appointment. Subsequently, terms shall be for three years with no limitation on succession or the number of terms served. No more than one member may be elected or appointed from a single department. Appointments will be made following the annual College elections.

VII 2.3 The Committee shall review and make recommendations to the Dean on all candidates for tenure or promotion within the College, following the procedures in the WCU Faculty Handbook. The Committee shall also review all candidates for their third year of reappointment within the College. The Committee shall also review all candidates for reappointment in their third year toward tenure in the college. In the review of third year candidates, the Committee will abstain from a vote, but will provide written feedback on the candidate's progress toward meeting goals for successful tenure. (This feedback will be included in section 9 of the AA-12 document.) Members of the Committee shall not vote on cases involving members of their departments. The Committee shall develop additional procedures, including whether or not members are permitted to discuss cases involving members of their departments.

VII 2.4 The Committee defines a candidate eligible to apply for early tenure and promotion to associate professor as one who demonstrates extraordinary performance that clearly exceeds expectations in all three categories of teaching, scholarship, and service.

VII 2.5 The Committee requires all prior AA-12 forms beginning in academic year 2008-2009 to be included in a candidate's dossier for tenure and promotion alongside Annual Faculty Evaluations.

VII 2.6 The Committee shall meet at the call of the Dean.

## Section 3. Student Advisory Committee

VII 3.1 The Committee shall be composed of the designated Associate Dean, who shall serve as Chair, and one student selected from each department of the College. All terms shall be for one year with members eligible for successive terms.

VII 3.2 Each department shall select one student who is a junior or senior majoring in the department as its representative to the Committee. Every effort shall be made to involve students in the selection process.

VII 3.3 The duty of the Student Advisory Committee shall be to advise the Dean's Office on matters of mutual interest.

VII 3.4 The Committee shall meet at least once each term and at the call of its Chair or at the request of more than one-fourth of its members.

#### Section 4. Student Honors and Awards Committee

VII 4.1 The Student Honors and Awards Committee shall be composed of a Chair and four full-time faculty members, including those who are participants in the University of North Carolina Phased Retirement Plan, each with at least five years of service at WCU, no two of whom shall be from the same department, all appointed by the Dean.

VII 4.2 Initially, the Dean will appoint two members to three-year terms, two to two-year terms, and one to a one-year term. Thereafter, all terms will be for three years with no limitation on succession.

#### VII 4.3 Duties

(a) The Committee will identify prospective nominees from within the College for appropriate University-level awards, urging that they seek nomination from the faculty or nominating them from the Committee. It shall compile a list of all nominees for these awards from the College for the Dean so that appropriate recognition can be given these nominees.

(b) The Committee will also investigate (with a view to implementing) Student Awards Program for the College by writing criteria for College of Arts and Sciences Awards of appropriate sorts.

(c) The Committee will serve as the Selection Committee for any intra-college student awards initiated.

VII 4.4 The Committee shall meet at the call of its Chair and in such timely fashion as to discharge its annual responsibilities.

#### Section 5. Teacher Education Committee

VII 5.1 The Committee shall be composed of those faculty members of the College who serve on the Teacher Education Council of the College of Education and Allied Professions, plus one member appointed by the Dean. An Associate Dean shall be Chair.

VII 5.2 The Committee shall advise the Dean's Office on all matters relating to the College of Arts and Sciences' responsibilities in the area of teacher education.

VII 5.3 The Committee shall meet at least once each term, at the call of its Chair, or upon the request of at least two of its members addressed to its Chair.

#### Section 6. Faculty Awards Committee

VII 6.1 The Committee shall be composed of five full-time faculty members, including those faculty who are participants in the University of North Carolina Phased Retirement Plan, each with at least five years

of service at WCU, no two of whom shall be from the same department, all elected at large by the faculty. The Chair shall be elected by and from the members of the Committee.

VII 6.2 Initially two members shall be elected to a three-year term; two, to a two-year term; and one, to a one-year term. Thereafter, all terms shall be for three years with no limitations on succession.

VII 6.3 The Committee shall, in close co-ordination with the Dean's Office, refine, implement, and evaluate annually the plan and schedule for administering faculty awards for the College. It shall be responsible for arranging for appropriate recognition for the finalists for the awards and for making arrangements to have the award(s) presented in the appropriate forum.

VII 6.4 The Committee shall meet on a regular basis, at the call of its Chair, or upon the request of one of its members addressed to its Chair.

#### Section 7. Curriculum Committee

VII7.1 The Curriculum Committee will be composed of three Department Heads and three full-time faculty members, all from different departments, appointed to three year terms. An Associate Dean will chair the Committee. Except for the chair, members are not eligible for reappointment after one term.

VII7.2 Initially, one department head and one full-time faculty member, subject to the conditions specified earlier, will be appointed for a three year term; one department head and one full-time faculty member will be appointed for a two-year term; and one department head and one full-time faculty member will be appointed to a one year term. Subsequently, terms shall be for three years except for the chair.

#### VII7.3 Duties

(a) The Committee will review curriculum proposals from Arts and Sciences departments. Approved documents will be forwarded to the Dean for approval.

(b) The Committee shall advise the Dean on any issues of concern to the Dean or the Committee related to Curriculum.

(b) The Dean may refer problems related to Curriculum to the Committee for its advice. Faculty members may present to the Committee statements of need and perceived problems involving Curriculum.

#### Section 8. Graduate Education Committee.

VII 8.1 The Committee shall be composed of one of the Associate Deans of the College, who will serve as chair of the committee, graduate program directors in the College, and department heads whose departments are responsible for graduate programs.

VII 8.2. The Committee shall advise the Dean's Office on all matters related to the College of Arts and Sciences' responsibilities in the area of graduate education.

VII 8.3. The Committee shall meet at the call of its Chair or upon the request of at least two of its members addressed to the Chair.

#### Section 9. Student Appeals Committee.

VII 9.1 The Committee shall be composed of one of the Associate Deans of the College, who will serve as chair of the committee, and eleven full-time faculty members, including those faculty who are participants in the University of North Carolina Phased Retirement Plan, (no more than two from any one

department) constituted such that there is a representative from each of the departments of the College. Each department will select its representative.

VII 9.2 Initially the Dean shall appoint four members to four year terms, four members to a three year terms, and three members to a two year term. Thereafter, all terms will be for four years with no limits on succession.

VII 9.3. The Committee will hear academic student appeals according the university student appeals process and make recommendations to the Dean on the cases.

VII 9.4. The Committee shall meet when a student appeal is forwarded to the College of Arts and Sciences office. Normally, the entire committee will not hear each appeal. Since the required number of faculty members to hear appeals is normally lower than eleven, one of the Associate Deans will select members in closely related disciplines for each case.

#### ARTICLE VIII. INTERDISCIPLINARY COMMITTEES

The college recognizes that committees may exist to facilitate discussion of issues pertaining to faculty across multiple departments, but not all departments. These interdisciplinary committees are independently administered, with sensitivity to the need to ensure broad representation of relevant constituencies. Current interdisciplinary committees recognized by the college include the Environmental Science Committee, Science Safety Committee, and the Secondary Science Education Advisory Committee.

#### ARTICLE IX. PARLIAMENTARY AUTHORITY

Section 1 . The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the College in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the College may adopt.

#### ARTICLE X. AMENDMENT OF BY-LAWS

Section 1. These By-Laws can be amended at any regular meeting of the College by a two-thirds majority of those present and voting, provided that the amendment has been submitted in writing to each faculty member of the College at least two weeks in advance of the meeting or at the previous regular meeting.

Adopted by the Faculty at the Arts and Sciences Faculty Meeting on August 15, 1989.  
Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 22, 1993.  
Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 29, 1998.  
Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 26, 1999.  
Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 24, 2002.  
Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 21, 2004.  
Revised by the Faculty at the Arts and Sciences Faculty Meeting on August 19, 2005.  
Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 21, 2008.  
Revised by the Faculty at the Arts and Sciences Faculty Meeting on August 19, 2009.  
Revised by the Faculty at the Arts and Sciences Faculty Meeting on February 8, 2010.  
Revised by the Faculty at the Arts and Sciences Faculty Meeting on April 12, 2010.