Bylaws

Preamble

In recognition that the faculty of the University has established the Florida Atlantic University Faculty Constitution and Bylaws to define faculty governance for the University, the faculty of the Honors College adopts these Bylaws to define the role of faculty governance within our College. The goal of these Bylaws is to create a fair, collegial, and effective structure for faculty governance in the Honors College.

ARTICLE I: THE COLLEGE

SECTION 1. THE FACULTY

A. Membership

The Faculty of the Honors College shall consist of those members with professorial rank, instructors, lecturers, adjuncts, guest faculty, and visiting professors. Only those members of the Honors College faculty with tenure or in tenure-earning positions or in permanent full-time instructor positions shall serve on the Faculty Assembly and so may vote, hold office, and serve on committees. The Dean and the Associate Dean serve as non-voting members of the Assembly. (revised 9-26-08)

B. Academic Freedom

In accordance with the principles of academic freedom and responsibility, faculty have the freedom to present and discuss their own academic subjects, frankly and forthrightly, without fear of censorship, and to select instructional materials and determine grades in accordance with University and SUS policies. Faculty members are expected to exercise their academic freedom responsibly, treating students, staff and colleagues with respect and holding to standards of merit in evaluating students.

SECTION 2. ADMINISTRATIVE OFFICERS

A. The Dean

The Dean shall be the chief administrative officer of The Honors College. The primary concern of the Dean shall be to oversee the functioning of the Honors College as a community. Within the college, the Dean provides academic, intellectual, and administrative leadership, and is responsible for improving and promoting the quality and effectiveness of the college's instructional and research programs. Outside the college, the Dean shall be the chief representative of the college to the broader communities within which it is nested, including the University, the professions, and local social groups and political institutions. The Dean shall keep the faculty apprised of developments that affect the Honors College. The Dean shall hold the rank of Professor in the Honors College, and shall report directly to the University Provost.
B. The Associate Dean

The Associate Dean shall assist the Dean. Specific responsibilities shall include working with the Dean to provide leadership in developing a multi-disciplinary curriculum, providing guidance in developing library collections, recruiting faculty and students, and performing administrative responsibilities that are essential to the establishment of a vibrant intellectual community, as well as all responsibilities hereafter described in these bylaws. The Associate Dean shall hold the rank of Associate Professor or Professor in the Honors College.

C. Searches for Administrative Officers (Revised 3/2/06)

1. Dean Search Committee: The Provost shall determine the composition of the search committee for the Dean. The Faculty Assembly may recommend to the Provost members of the faculty to serve on this committee. Faculty representatives on this search committee will meet with and advise the Faculty Assembly in accordance with Article III, Section 4 of these Bylaws. The recommendations of the Faculty Assembly will be forwarded to members of the committee, and the committee makes its recommendation to the Provost.

2. Associate Dean. The Dean selects the Associate Dean in consultation with the Faculty Assembly.

D. Evaluation

Evaluation of Administrative Officers shall take place at least once every five years by the chief academic officer of Florida Atlantic University or designee in consultation with a committee composed of no fewer than three members of the Honors College Faculty Assembly.

E. Reports to the Faculty

The Dean, or the Dean's designee, shall provide the Faculty Assembly with information on a timely basis, and at least once each semester. This information shall include the following:

- A report on the budget, resources, and expenditures of the College.
- An assessment of the status and progress of the College, with reference to teaching, research, and service.
- Other matters of importance to the faculty, including but not limited to university policy initiatives, projections for faculty hires and student recruitment, enrollment, and attrition, as well as physical plant allocations of office, classroom, and laboratory space.

SECTION 3: CHAIRS (added 3/2/06)

A. Selection and term of service

Chairs are appointed by the Dean according to University policy; and the Chairs are appointed to two-year staggered terms. Eligible candidates are tenured members of the Faculty Assembly.

The Dean will conduct a survey of the Faculty Assembly on candidates to be considered for the Chair position. Eligible candidates not able or willing to serve must communicate with the Dean prior to the survey. On the survey, faculty will indicate whether each candidate is 'acceptable', or 'unacceptable', and space will be provided for comments on each Chair candidate. The results of the survey shall be confidential; however, the Dean shall report to any candidate his/her individual numerical result upon request. Appropriate person(s) selected by the Faculty Assembly will witness the tallying of survey results, and report to the Faculty Assembly whether the appointment was made to a candidate who received reasonable numerical support.

B. Duties

Duties of Chairs are established by the Provost, and specified by the Dean of the College. These duties include but are not limited to: faculty annual assignments and evaluations; activity reports; course planning and scheduling; supervision of faculty, adjuncts and support staff. The Chairs and Deans will review assignments and evaluations prior to their presentation to individual faculty to ensure they are equitable, consistent, and in compliance with both the Collective Bargaining Agreement and the Honors College Promotion and Tenure Guidelines.

C. Evaluation

Evaluations of Chairs shall be conducted according to the processes and procedures established by the Provost.
ARTICLE II: THE HONORS COLLEGE FACULTY ASSEMBLY

SECTION 1. FUNCTIONS

A. Purpose
The Faculty Assembly of The Honors College (henceforth "Faculty Assembly") is established for the purposes of faculty governance, and shall be concerned with matters of College educational policy, including curriculum, admissions, degree programs, and certificates. The Faculty Assembly shall debate and make recommendations on college policy and recommend degree programs through appropriately established channels, advise the Dean in matters of planning and budgeting, and approve the requirements for admission of students to educational programs of the College and for granting of degrees. Within the College, the Faculty Assembly shall be the final arbiter on issues pertaining to curriculum and requirements for graduation and shall be consulted and provide input on issues concerning admissions and all other matters concerning the College community.

B. Matters of General Faculty Interest
The Faculty Assembly shall consider matters within the College of general faculty interest which shall include, but not be limited to, policies on tenure, hiring, and promotion, student affairs, and administrative matters, including College organization and the coordination of academic programs at multiple sites. Before accepting significant positions that concern faculty, individuals are encouraged to discuss position and its potential impact with the Faculty Assembly (Revised 11/05).

C. Review of Institutes, Certificate Programs, and Other Units
The establishment and continuation of all academic programs affiliated with the Honors College, including but not limited to Institutes, Certificate Programs, and Dual Enrollment Programs, shall be subject to review, recommendation, and approval by the Faculty Assembly as well as the Dean.

D. Consideration of Additional Issues
The Faculty Assembly may consider any other issue that may affect it including budget, physical facilities, planning, and campus enrollment.

SECTION 2. MEMBERSHIP
The Faculty Assembly shall consist of all Honors College faculty with tenure or tenure-earning positions or in permanent full-time instructor positions. The Dean and the Associate Dean serve as non-voting members of the Assembly. (revised 9-26-08)

SECTION 3. OFFICERS AND ELECTION PROCEDURES FOR OFFICERS
Each March, the faculty will name its officers for the following academic year. These officers will include a Presiding Officer, a Parliamentarian, and a Secretary/Alternate. (revised 9-2005)

A. Responsibilities
The responsibilities of the Presiding Officer include serving as moderator for meetings of the Faculty Assembly and developing and distributing agendas for these meetings according to the terms of Article II, Section 4 of these bylaws.

The Parliamentarian will rule on questions of parliamentary conduct at faculty meetings, as per Article VI of these Bylaws.

The Secretary/Alternate shall be responsible for overseeing the preparation and distribution of minutes of all meetings of the Faculty Assembly and for maintaining attendance records and all other official records of Faculty Assembly business.

Additional responsibilities of the Presiding Officer, Parliamentarian, and Secretary/Alternate may be assigned elsewhere in these bylaws and in amendments to these bylaws.
B. Election

Candidates will be nominated for consideration as officers, then elected at a meeting of the Faculty Assembly. For each office, each member of the Faculty Assembly will have a single vote, which may be cast in support of any nominee. For each office, the winner shall be determined on the basis of who has received the most votes. For each office, if a tie vote occurs, a run-off election will occur including only the names of the candidates receiving the highest number of votes on the previous ballot.

C. Term Limitation

No faculty member may serve as Presiding Officer for more than two consecutive terms.

D. Provision for removal from office

At any time a faculty member may move to call a special election to replace an officer of the Faculty Assembly. If two-thirds of the voting members of the Faculty Assembly approve a motion to replace an officer, said officer shall immediately relinquish the position.

E. Provision for replacement of officers

In the absence of the Presiding Officer, the Secretary/Alternate shall act in this capacity. In the absence of the Secretary/Alternate, the Presiding Officer shall name a member of the Faculty Assembly to act in this capacity. Similarly, if the Presiding Officer is removed from office under Article II, Section 3, Paragraph D, or if for any other reason the Presiding Officer is not able or willing to complete a term of office, the Secretary/Alternate shall serve in this capacity for the remainder of said term.

If the Secretary/Alternate is removed from office under Article II, Section 3, Paragraph D, or if for any reason the Secretary/Alternate is not able or willing to complete a term of office, the Presiding Officer shall name a member of the faculty to serve in this capacity for the remainder of said term.

If both offices should become vacant, the Parliamentarian shall oversee new elections to be held by the Faculty Assembly.

SECTION 4. MEETINGS AND AGENDA

A. Meetings

The Faculty Assembly shall meet at least once each fall and spring semester, with at least one meeting occurring no later than the end of the fourth week of classes. In addition, the Presiding Officer shall call meetings when needed, or when at least ten percent of the members of the Faculty Assembly petition to call a meeting.

B. The Agenda

1. Submission of Items. Members of the Faculty Assembly may submit agenda items to the Presiding Officer no later than three days prior to a meeting. The Presiding Officer shall distribute the agenda no later than 24 hours prior to a meeting.

2. Items by Petition. If at least two Voting Members submit an agenda item by petition, the Presiding Officer must include it on the agenda for the next meeting.

3. Items Added from the Floor. Items added to the agenda from the floor may, upon the discretion of the Presiding Officer, be postponed until the next meeting.

4. The Order of Business. The Presiding Officer shall determine the order of business for each meeting when preparing the agenda. Motions to revise the agenda may be entertained following approval of minutes. In addition to items requiring decision, the agenda for regular meetings shall normally include announcements and open discussion.

C. Quorum

A quorum for any meeting of the Faculty Assembly shall consist of 40% of its members. If the lack of a quorum prevents action on a motion, the Presiding Officer or designee may present a motion to the members of the Faculty Assembly via mail or e-mail. The voting will remain open until such a time as five working days have passed or 40% of the Faculty Assembly have cast ballots, whichever is later. Motions considered in the absence of a physical meeting of the Faculty Assembly shall require approval by at least two-thirds of those casting ballots.
D. Absentee Votes (added Nov. 19, 2009)

If a member is unable to attend a meeting of the Faculty Assembly but wishes to vote on a scheduled agenda item, he or she may submit a vote in writing to be received by the Secretary of the Assembly at least one hour prior to the start of the meeting. If the wording of the motion remains substantially unchanged after deliberation, the absentee vote will be counted. If the wording of the motion is changed to the degree that it alters the original meaning or intention behind the motion, the vote will not be counted. In the event of uncertainty, the Secretary in consultation with the Presiding Officer will determine whether the vote may be counted.

ARTICLE III. COMMITTEES

SECTION 1. GENERAL REQUIREMENTS

A. Meetings and Reports

Committees shall meet regularly, as necessary, but at least once each fall and spring semester. Each Committee shall report to the Faculty Assembly at least once each semester and at other times upon request.

B. Keeping of Minutes

Where appropriate, each Committee shall keep minutes of meetings and forward these to the Associate Dean, who will keep them in a permanent file.

C. Terms and Dates for Election to Membership

Except in the case of the initial formation of committees prior to the passing of these bylaws, the College shall elect committee representatives in April. Members shall generally serve two-year terms. Where possible, representatives shall be elected in staggered terms such that incumbents constitute approximately half of each committee.

D. Committee Officers

Each standing committee shall elect a chair. The chair will serve a one-year term. The chair shall be named in the Spring, following elections to constitute committees. Where possible, the chair shall be chosen from incumbent members of the committee. Where advisable, the chair shall not serve successive terms.

The chair shall have the responsibility of (1) presiding at committee meetings, (2) soliciting agenda items, and preparing and distributing the agenda; and (3) communicating committee reports to the Faculty Assembly.

E. Vacancies

In the event of one or more vacancies on a committee, the committee will notify the Presiding Officer, who will in turn ask for self-nominations from the faculty to fill the remainder of the term of the replaced committee member(s). In the case of a vacancy in the position of committee chair, the committee as a whole will elect a new chair to serve the remainder of the unexpired term.

F. Review of Decisions

Decisions of all Committees may be subject to review by the Faculty Assembly.

SECTION 2. MEMBERSHIP

A. Faculty Membership

Committee membership should, where possible, reflect the cultural and disciplinary diversity of the Honors College faculty.

B. Administration Membership

As appropriate, the Faculty may invite the Dean, the Dean’s designee, or other concerned administrators to serve on committees in voting or non-voting capacities.

C. Student Membership

Students who serve on committees must be currently enrolled, must have completed at least 15 semester credits at the Honors College, and must be in good academic standing. All students meeting these criteria shall be asked whether they would be willing to serve on standing committees and, if yes, to provide a ranking of those committees on which they would be willing to serve. No student shall serve on more than one standing committee. Chairs of standing committees shall meet, no later than the fourth week of each fall semester, for the purpose of assigning students to committees.
Students may be restricted from participating in certain committee business, particularly in matters involving confidentiality. In all cases, decisions concerning the restriction of student participation shall be made by the committee chair.

D. Proxies

A member may designate a proxy to attend occasional missed meetings. In the event that a committee member can no longer continue serving, the procedures for filling vacancies shall be observed according to Article III, Section 1, Paragraph 5 of these bylaws.

E. Other Ex-Officio Members

Ex-officio members may be added to a Committee at the discretion of that Committee and with the approval of the Faculty Assembly.

F. Quorum

A majority of the voting members of a Committee, unless otherwise stipulated, shall constitute a quorum.

SECTION 3. STANDING COMMITTEES

Committees of the Faculty Assembly shall be either standing committees or ad-hoc committees. Standing committees shall typically include three to five members of the Faculty Assembly. Additional standing committees may be established in addition to the ones listed below if agreed to by a two-thirds vote of the Faculty Assembly.

A. Promotion and Tenure Committee

The Promotion and Tenure (P & T) committee shall consist of at least five tenured members of the Faculty Assembly. Responsibilities shall include the evaluation of faculty for promotion and tenure, the development of criteria and procedures for the determination of promotion and tenure and continued review of these criteria and procedures.

B. Curriculum Committee (revised 5/2/2007 (a), 11/19/2009 (b))

The Curriculum Committee shall consist of at least five members of the Faculty Assembly and one student. Faculty membership shall include at least one representative of the Humanities, one representative of the Social Sciences, and one representative of the Natural Sciences and/or Mathematics. At least two members of the Committee must have WAC certification. The Committee shall review proposals of new courses, Core courses, course changes, changes to Core or other degree requirements, new concentrations (including individual concentrations), and changes to concentrations. The Committee shall also make available to members of the Faculty Assembly these proposals as well as Curriculum Committee recommendations. All recommendations of the Curriculum Committee are subject to approval by majority vote of the Faculty Assembly. When necessary, approved proposals shall be forwarded by the Curriculum Committee to the University Undergraduate Programs Committee.

C. Writing Committee

The Writing Committee shall consist of three to five members of the Faculty Assembly and one to two students. Faculty membership shall include at least one specialist in Rhetoric and Composition, one representative of the Humanities, one representative of the Social Sciences, and one representative of the Sciences. Committee responsibilities shall include the development, assessment, and evaluation of the writing program, including writing requirements, writing placement exams, the writing curriculum, and writing portfolios. The committee shall ensure that these responsibilities are met in accordance with prevailing professional practice. The Writing Committee shall develop and promote programs and activities which foster effective communication skills across the disciplines. The Writing Committee shall strive to ensure that the writing program remains consonant with the stated mission of the Honors College, that the writing program reflects faculty values concerning writing instruction, and that the writing program has sufficient resources to achieve these goals.
D. Admissions and Recruiting Committee

The Admissions and Recruiting (Admissions) committee shall consist of three to five members of the Faculty Assembly, one to two students, and the Director of Admissions. Responsibilities include acting as interface between faculty and the admissions office and bringing to the attention of the Faculty Assembly any issues concerning admissions.

E. Academic Affairs Committee

The Academic Affairs Committee shall consist of three to five members of the Faculty Assembly, two student members, and the coordinator of Academic Programs. Responsibilities include formulating and evaluating academic advising policy, student retention, articulation and enforcement of college thesis guidelines, administration of student awards, and serving as a liaison for graduate school and career planning and placement. (Revised April 12, 2002)

F. Bylaws Committee

The Bylaws Committee shall consist of three to five members of the Faculty Assembly. Responsibilities are to develop, evaluate, and propose revisions to these Bylaws to insure that they promote a fair, collegial, and effective structure for faculty governance. The Bylaws Committee shall meet at least once each Spring semester to review the bylaws and the committee structure of the College.

G. The Symposium Committee

The Symposium Committee shall consist of three to five members of the Faculty Assembly and may include student members. The committee, in collaboration with the administration and HC staff, is responsible for organizing the annual Honors College Symposium.

J. Other Committees

Other issues, including the formulation and execution of College and extra-College policies, matters of budgetary policy, personnel policy concerning allocation of merit and discretionary raises and other awards, shall be addressed by the Faculty Assembly or by ad hoc committees convened by the Faculty Assembly.

SECTION 4. AD HOC COMMITTEES

A. Hiring committees

1. Role of other campuses. At every stage of the search process, Honors College faculty are encouraged to take advantage of the expertise on other FAU campuses.

2. Search committee composition. Committees shall include three to five members of the faculty. A majority of the search committee will be members of the Faculty Assembly. To the extent possible, committee membership will be decided on a self-selection process. Where possible, the chair of the search committee will be a scholar in the discipline for which the search is conducted. To the extent possible, the committee will reflect the cultural and disciplinary diversity of the college. Faculty chairs serving on search committees shall have no additional advisory roles in candidate selection. (Revised Oct. 13, 2005)

3. Search committee responsibilities. The search committee will have the responsibility of drafting job announcements/advertisements. These will be vetted by the Dean and the EEO.

Where appropriate, one or more members of the committee may be asked to interview candidates at conferences or off-campus sites. The search committee will arrive at a short list of two or more candidates to be invited to the Jupiter campus. Members of the search committee will have primary responsibility for hosting short-listed candidates. Search committees welcome outside input from informed/interested sources (e.g. other faculty, lab technicians, students) at all times during the search process.
4. **Role of students.** Short-listed candidates will have one or more scheduled meetings with students. In addition, students will be encouraged to attend job talks and to provide feedback to the search committee. In some cases, search committees may wish to include student participation at additional points in the search process.

5. **Role of the faculty.** Following all job talks, the search committee shall invite all members of the Faculty Assembly to meet in an open discussion of candidates, then shall meet in closed session to arrive at its recommendation. This recommendation shall include both (a) the set of candidates (if any) which the committee finds to be acceptable and (b) the preferred candidate of the committee. This recommendation will then be discussed and voted on by the Faculty Assembly. Should the committee recommendation fail to receive support from the majority of those voting in the Faculty Assembly, the faculty shall consider amendments to the recommendation. This process will continue until such a time as a majority of those voting in the Faculty Assembly agree on a recommendation. This recommendation will then be forwarded to the Dean.

**B. Other Ad-hoc Committees**

The Faculty Assembly shall establish additional ad hoc committees at its discretion on any topic not assigned to a standing committee. All such committees shall be reviewed annually and may be continued only by a majority vote of the Faculty Assembly.

**ARTICLE IV: ELECTION OF COLLEGE MEMBERS TO UNIVERSITY FACULTY SENATE**

**SECTION 1. ELIGIBILITY**

All members of the Faculty Assembly are eligible for nomination and election to any of the positions allocated to the College on the University Faculty Senate. When vacancies are available an election shall be conducted according to the procedures below.

**SECTION 2. NOMINATION**

The Presiding Officer shall request nominations at-large from the faculty.

**SECTION 3. ELECTION**

The Presiding Officer will prepare a ballot containing the names of all nominees who have agreed to run. The Presiding Officer will distribute the ballots to the members of the Faculty Assembly. The winner(s) shall be determined on the basis of who has received the most votes. If a tie vote occurs, a run-off election will occur including only the names of the candidates receiving the highest number of votes on the previous ballot. The Presiding Officer will report the results to the University Faculty Senate, to the Provost, and to those elected.
ARTICLE V: PARLIAMENTARY AUTHORITY

The parliamentary procedure of the Honors College is the most recently revised edition of Robert’s Rules Of Order, Newly Revised. Where necessary, the Parliamentarian shall rule on questions of procedure. (Revised Sept. 2005)

ARTICLE VI: RATIFICATION OF BYLAWS AND AMENDMENTS

SECTION 1. PROPOSAL

Amendments to the Bylaws may be proposed by either of two methods.

A. Faculty Petition

Ten percent of the members of the Faculty Assembly may present a proposal for amendment by petition to the Presiding Officer.

B. Bylaws Committee

The Bylaws Committee may formulate proposals for amendment.

SECTION 2. ADOPTION

A. Notice

Proposed amendments to these Bylaws must be distributed by the Presiding Officer to the Faculty Assembly no more than 7 days after receipt of a valid proposal, and no fewer than 7 days prior to the meeting of the Assembly at which the amendments shall be on the agenda for discussion.

B. Ballots

Voting shall be by mail. Ballots and an envelope will be distributed in faculty mailboxes by the Presiding Officer to the members of the Faculty Assembly no later than five days after a motion is approved to end discussion and vote on the Bylaws or Amendments. The ballot will be anonymous but must be inserted in the included envelope and the name and signature of the faculty member must be written in a designated space on the envelope. The ballot/envelope should be returned to the faculty secretary or administrative assistant.

In the event that a faculty member is not on campus during the time of election, the Presiding Officer is required to see that a ballot is sent to this faculty member by e-mail and/or fax. In such a case the vote must be returned by e-mail or fax to the faculty secretary or administrative assistant before the deadline established for the mailed ballots. Said deadline shall be no sooner than five nor later than ten days after the distribution of ballots.

C. Vote Required

The Bylaws as well as any Amendments to the Bylaws shall become effective immediately following approval by a two-thirds majority of the Faculty Assembly.

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