

BYLAWS
THE DOROTHY F. SCHMIDT COLLEGE OF ARTS AND LETTERS

Revision Adopted January 2004

Amended July 2016

Revision Adopted May 2019

PREAMBLE

In recognition that the Faculty Assembly has established the Florida Atlantic University Faculty Constitution and Bylaws to define shared governance for the University¹, The Faculty of The Dorothy F. Schmidt College of Arts and Letters adopts these Bylaws to define the role of faculty governance within that College. The Faculty has approved the Bylaws of The Dorothy F. Schmidt College of Arts and Letters with full acknowledgment that authority for operation of the University is vested in the President by law and by the policies enacted by the Board of Trustees. The following bylaws are subordinate to Federal, State and University regulations and policies as well as to University President and Provost memoranda. At the same time, however, both the Administration and the Faculty agree that the Faculty plays an essential role in the development of policies and practices by which the University fulfills its academic mission. The goal of faculty governance and of these Bylaws is to maintain the respect and the communication between Faculty and Administration that make it possible for the University to function.

ARTICLE I
THE COLLEGE

SECTION 1. THE FACULTY

The faculty of The Dorothy F. Schmidt College of Arts and Letters will consist of those members with professorial rank, instructors, lecturers, graduate teaching assistants, adjuncts, guest faculty, visiting professors, and others whose salary is supported by The Dorothy F. Schmidt College. Only those faculty members with tenure, in tenure-earning positions, or full- time instructors on multi-year contracts, except those on leave of absence, may vote, hold office, and serve on committees; however, some Dorothy F. Schmidt College committees may require some student membership. The Faculty shall debate and make recommendations on college policy and recommend degree programs through appropriately established channels and recommend the requirements for admission of students to educational programs of the Faculty and for granting of degrees.

SECTION 2. THE DEPARTMENTS

The primary academic units of The Dorothy F. Schmidt College shall be its Departments, Schools, Institutes and Centers.

A. The Department Chair

1. Rank. The Department Chair shall be a faculty member with the rank of associate professor or professor.
2. Liaison with Dean. The Chair shall serve as liaison between the Department and the office of the Dean, coordinating and facilitating Department affairs.
3. Selection. Selection and appointment of the Department Chair will be executed in accordance with accepted university guidelines as outlined in Provost memo 2.2.5 (last revised March 2011).
4. Department meetings. The Chair shall call to order and preside at meetings of the department faculty, and shall schedule at least one meeting per semester. On the request of two or more department members, the chair must call a meeting.

B. Voting

Faculty members with appointments in more than one Department shall have voting rights in only one.

SECTION 3. INSTITUTES, CERTIFICATE PROGRAMS, AND OTHER UNITS

All matters pertaining to the establishment and continuation of academic units such as Institutes or Certificate Programs within the College or within the University requiring the participation of Faculty assigned to The Dorothy F. Schmidt College shall be subject to review, recommendation, and approval by the affected Departments, the Dorothy F. Schmidt College Faculty Assembly, and the Dean.

SECTION 4. THE DEAN

The Dean shall be the chief administrative officer of The Dorothy F. Schmidt College.

A. Concerns.

The primary concerns of the Dean shall be academic planning, academic quality, and budgeting and other responsibilities as outlined by Provost memo 2.2.6 (1st revised December, 2018).

B. Academic Rank.

The Dean shall hold the rank of professor in one of the Departments of The Dorothy F. Schmidt College.

C. Search Committee for a New Dean

1. Composition. When a Dean is to be replaced, a search committee shall be established, in accordance with Provost memoranda, that:

- a. Includes members appointed by the President of the University or his/her designee(s).
- b. Includes one representative elected by and from each Department in The Dorothy F. Schmidt College.
- c. Is so constituted that The Dorothy F. Schmidt college faculty representatives constitute a majority vote of those voting.

2. Faculty Review. The search committee shall present its recommendations to The Dorothy F. Schmidt College faculty assembly prior to informing the appropriate administrator.

D. Evaluation.

Evaluation of the Dean shall take place at least once every three years by the chief academic officer of Florida Atlantic University or that officer's designee in consultation with a committee composed of one representative elected by and from each Department within The Dorothy F. Schmidt College.

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 year, on:

1. The budget and resources of the college, by department, by program, and by category
2. The expenditures of the College and departments during the past fiscal year.
3. The teaching, research, and service productivity of each department, along with an assessment of the status and progress of the College.

ARTICLE II THE DOROTHY F. SCHMIDT COLLEGE FACULTY ASSEMBLY

SECTION 1. FUNCTIONS

The Faculty Assembly of The Dorothy F. Schmidt College of Arts and Letters is established for the purposes of Faculty governance.

A. Educational Policy.

The Dorothy F. Schmidt College Faculty Assembly shall be concerned with matters of College educational policy, including curriculum, admissions, degree programs, certificates, and departmental minors.

B. Matter 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.

C. Advisory to the Dean.

The Faculty Assembly shall be advisory to the dean in matters of planning and budgeting.

D. Consideration of Additional Issues.

The Faculty may consider any other issue that may affect it including budget, physical facilities, planning, and campus enrollment.

SECTION 2. MEMBERSHIP

Membership in The Dorothy F. Schmidt College Faculty Assembly shall consist of General Members, Voting Members, and Elected Departmental and Program Representatives from among the voting membership.

A. General Membership.

All faculty members as defined in Article I. Section1 shall comprise the General Membership.

B. Voting Membership.

Only those faculty members with tenure, in tenure-earning positions, as well as full-time instructors shall be entitled to vote, hold office, or serve on committees; however, some Dorothy F. Schmidt College committees may require some student membership. Members on sabbatical or medical leave are eligible for voting, office holding or service. Members on a leave of absence will become eligible for voting, office holding or service upon their return to service. Deans and associate deans shall be ex-officio, non-voting, members.

C. Elected Departmental and Program Representatives.

Each Department and Program shall elect one representative and one alternate (excluding chairs and directors) to attend each Faculty Assembly Meeting. Each Department Chair shall report names of said representatives to the Faculty Assembly Chair before the first meeting of the academic year.

SECTION 3. OFFICERS AND ELECTION PROCEDURES FOR OFFICERS

A. The Officers

The officers of the Faculty Assembly shall be a Chair, a Vice-Chair, and a Secretary.

1. The Chair

The Chair shall be a member of the faculty of the Dorothy F. Schmidt College holding no administrative rank higher than department chair, and shall be responsible for the following and for such other duties as are appropriate to the office.

- a. The Chair shall call all meetings of the Faculty Assembly.
- b. The Chair shall preside over meetings of the Faculty Assembly.
- c. The Chair shall attend meetings of the College Executive Committee as the representative from the Faculty Assembly.
- d. The Chair shall represent the Faculty as a whole to the Dean and other administrators.
- e. The Chair shall remind all Departments to elect Faculty committee representatives in March.
- f. The Chair shall appoint someone (usually from the Steering Committee) to act as official parliamentarian at all Assembly meetings.
- g. The Chair shall distribute to each General Member a meeting notice with an agenda at least three working days prior to each meeting of the Faculty Assembly.
- h. The Chair shall prepare and distribute ballots, paper or electronic, to all Voting Members for the election of officers.

2. The Vice-Chair

The Vice-Chair shall be responsible for the following and for such other duties that are appropriate to the office.

- a. The Vice-Chair shall preside in the absence of the Chair.
- b. The Vice-Chair shall consult and coordinate with the Chairs of Standing and Special Committees on a regular basis.

3. The Secretary

The Secretary shall be responsible for the following and for such other duties that are appropriate to the office.

- a. Minutes. The Secretary shall record and transcribe minutes for all meetings of the Assembly, recording motions, actions, and decisions (according to *Robert's Rules of Order*), as well as attendance at Faculty Assembly meetings, and distribute copies of the minutes of the meetings of the Faculty Assembly to each General Member with the agenda for the next meeting.
- b. The Secretary shall coordinate and oversee the election of The Dorothy F. Schmidt College members to the University Faculty Senate.
- c. The Secretary shall maintain records of the Faculty Assembly.

B. Term of Office

Officers shall serve one-year terms beginning with the fall semester and ending at the conclusion of the summer term.

C. Nomination and Election

1. Nomination

The Chair shall call for nominations from the floor for each office at the next-to-last meeting of the spring semester.

2. Election

- a. The Secretary shall distribute a ballot, paper or electronic, to each Voting Member within one week of the nominations.
- b. A teller committee composed of one Voting Member appointed by each candidate shall count the ballots or verify the electronic ballot.
- c. Election shall be by majority vote of the valid ballots returned.

SECTION 4. AGENDA AND ORDER OF BUSINESS

A. The Agenda

1. Meeting Notice and Agenda

Notice of an Assembly meeting shall be delivered to each faculty member at least two weeks prior to the meeting, and the agenda at least three working days in advance of the meeting.

2. Submission of Items

General Members of the Faculty may submit agenda items for the consideration of the Steering Committee. Proposed agenda items should be submitted in time for the Steering Committee meeting at which the agenda is set (normally two to three weeks before the Assembly meeting).

3. Items by Petition

If at least ten percent of the Voting Members submit an agenda item by petition, the Chair must include it on the agenda for the next meeting. Such agenda items should be submitted in time for the Steering Committee meeting at which the agenda is set (normally two to three weeks before the Assembly meeting).

4. Items Added from the Floor

Items added to the agenda from the floor may not be acted on until the next meeting.

B. The Order of Business

The Steering Committee shall determine the order of business for each meeting when preparing the agenda. The agenda shall be submitted for approval by the Assembly immediately after the call to order of each meeting. In addition to items requiring decision, the agenda for regular meetings shall normally include Announcements and Open Discussion.

SECTION 5. MEETINGS

A. Regular Meetings

The Faculty Assembly shall hold four regular meetings each year.

B. Reports

At least one of the four meetings (normally the last of the academic year) will include reports from Committees as requested by the Steering Committee. Committees shall post their reports on the Faculty Assembly web page at least one week prior to this meeting.

C. Special Meetings

The Chair shall call special meetings when needed, or when ten percent of Voting Members petition to have one.

D. Quorum

The quorum for an Assembly meeting shall be ten percent of the faculty eligible to vote.

E. College-Wide Vote

A motion before the Assembly may be decided by ballot, paper or electronic, subject to the following conditions:

1. Motion for ballot

Any main motion will be decided by electronic or paper ballot when five (5) or more members of the college at the meeting request it.

2. Summary

The Chair shall appoint two members to provide a summary of the arguments, pro and con, to accompany the ballot.

3. Ballots

Voting shall be by electronic or paper ballot which shall be distributed by the Secretary to the Voting Members no later than four weeks after the discussion. The motion will pass after approval by a majority of those who return valid ballots, provided at least 40% of the Voting Members have returned valid ballots.

F. Summer Meetings

If matters arise needing immediate attention during the summer terms, the Chair shall call a meeting of those faculty who are available. Recommendations and decisions made at summer meetings shall be considered for ratification by the Faculty Assembly at the first meeting of the fall semester.

SECTION 6. SUPPORT

The Office of the Dean of The Dorothy F. Schmidt College shall provide support for the operation of The Dorothy F. Schmidt College Faculty Assembly.

A. The Chair of the Assembly

Such support shall include a one-course reduction during the academic year for the Chair of the Faculty Assembly.

B. Secretarial Assistance

The Officers of the Faculty Assembly shall receive adequate secretarial assistance in the fulfillment of their duties.

C. Operational Expenses

The Faculty Assembly will receive adequate resources for operations.

ARTICLE III COMMITTEES

SECTION 1. GENERAL REQUIREMENTS

All Committees of The Dorothy F. Schmidt College shall be subject to the following:

A. Quorum

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

B. Minutes

Each Committee shall keep minutes of all meetings and forward those minutes to the Vice-Chair of the Assembly in a timely manner. These minutes will be kept in a permanent file in the Dean's office and shall be posted on the Faculty Assembly website.

C. Reports

Each Committee shall report to the Faculty Assembly as requested by the Steering Committee, according to Article II, Section 5, B above.

D. Substitute

A member may designate a substitute, who shall have the same rights and obligations as the member, except on the Promotion and Tenure Committee, where a substitute may only vote on personnel decisions if they have had time to review all files.

E. Representation

Members representing Departments shall be responsible for carrying forward the viewpoints of all Department members and shall keep Department members informed of Committee business.

F. Administration Membership

The Dean or the Dean's designee shall serve ex-officio, without voting, on all committees. The Dean, Associate Deans, or Assistant Deans shall serve in this capacity only.

G. Student Service on Committees

Students who serve on Committees must be currently enrolled and in good academic standing.

H. Other Ex-Officio Members

Ex-officio members, non-voting, may be added to Committees.

SECTION 2. STANDING COMMITTEES

A. Requirements

Unless stipulated otherwise under the requirements for a specific Committee, the following requirements apply to all Standing Committees.

1. Membership

Membership for each Standing Committee is specified below in Article III, Section 2, B.

(a) When specified, an “at-large representative from the faculty of the partner campuses” shall be construed to mean one member who represents the interests of all the partner campuses collectively. This at-large representative shall be elected by a ballot, paper or electronic, distributed to all faculty whose primary assignment is on one of the partner campuses. Only faculty with a primary assignment to one of the partner campuses are eligible to be elected to such a position.

2. Date for Election to Membership

All Departments and other programs, where appropriate, shall elect their Committee representatives in March.

3. Terms

Members shall assume office at the beginning of the fall semester and serve two-year terms.

4. Vacancies

In the event of a vacancy the Department or other Unit shall elect a replacement to serve to the end of the current term.

5. Meetings

Committees shall meet regularly, as necessary, but at least once each fall and spring semester.

6. Committee Officers

Each Standing Committee shall elect a Chair who shall serve two years and a Secretary who shall serve one year.

a. The Chair

The Chair of each Standing Committee shall:

- (1) preside at Committee meetings;
- (2) solicit agenda items, then prepare and distribute the agenda;
- (3) communicate with the Vice-Chair of the Faculty Assembly.

b. The Secretary

The Secretary of each Standing Committee shall:

- (1) take minutes and distribute them to each member of the committee, the Officers of the Faculty Assembly, the Dean of The Dorothy F. Schmidt College, and others when appropriate;
- (2) as outgoing Secretary pass all minutes and all committee data to the newly elected Secretary at the first meeting of the Committee in the fall.

7. Review of Decisions

Decisions of a Standing Committee shall be subject to review by the Faculty Assembly.

B. The Committees

The following Standing Committees are established.

1. THE STEERING COMMITTEE

The structure and responsibilities of the Steering Committee shall include the following:

a. Membership

The membership of this Committee shall be reconstituted each year and shall be comprised of the Chair, the Vice-Chair, and the Secretary of the Faculty Assembly; one of the members of the College who serves on the University Faculty Senate, chosen by The Dorothy F. Schmidt College members of the University Faculty Senate; one member elected at large from the Faculty Assembly; and one at-large representative from the faculty of the Partner campuses.

(1) Chairs of all Standing Committees shall be invited to attend all Steering Committee meetings.

The responsibilities of the Steering Committee shall include the following:

b. Agenda

The Committee shall set the agenda for College meetings.

c. Elections

The Committee shall issue calls for nominations and prepare ballots, paper or electronic, for College-wide elections.

d. Advisory to the Dean

The Committee shall advise the Dean on the formulation and execution of policies, matters of budgetary policy, personnel policy concerning allocation of merit and other awards, and other matters delegated to it by the Faculty Assembly.

e. Advisory to the Faculty Assembly

The Committee shall initiate, discuss, evaluate, and recommend short and long-range plans and policies for the College to the Faculty Assembly.

f. Committee Officers

The Chair and the Secretary of the Faculty Assembly shall serve as the Chair and Secretary for this Committee.

g. Quorum

A quorum for this Committee shall consist of four members.

2. THE UNDERGRADUATE PROGRAMS COMMITTEE

The structure and responsibilities of the Undergraduate Programs Committee shall include the following:

a. Membership

Membership shall include one member elected by and from each department and undergraduate-degree granting program.

b. Approval of Courses and Programs

(1) The Committee shall review and recommend to the corresponding University Committee approval or, for cause, disapproval of all proposed new undergraduate courses and programs.

(2) Recommendations for changes in the University Core Curriculum shall be made and considered in accordance with policies established by the University Faculty Senate.

c. Communication of Actions

The Committee shall communicate its actions in writing to the Department or Unit initiating the proposal for a new course, program, or item of concern; and, if disapproval is recommended, the specific grounds for such action shall be included in the report.

d. Development of Policies and Procedures

The Committee shall review and recommend to the Faculty Assembly policies and procedures related to undergraduate

(1) academic standards;

(2) admissions;

(3) limited access programs;

e. Representation to University Faculty Senate Committee

The Chair of the Committee shall serve as The Dorothy F. Schmidt College representative to the corresponding University Faculty Senate Committee.

3. THE GRADUATE PROGRAMS COMMITTEE

The structure and responsibilities of the Graduate Programs Committee shall include the following:

a. Membership

Membership shall include one member elected by and from each department and graduate degree granting program.

b. Approval of Courses and Programs

The Committee shall review and recommend to the corresponding University Committee approval or, for cause, disapproval of all proposed new graduate courses and programs.

c. Graduate Student Petitions

The Committee shall review and recommend to the appropriate Department or other Unit approval or, for cause, disapproval of graduate student petitions.

d. Communication of Actions

The Committee shall communicate its actions in writing to the Department or Unit initiating the proposal for a new course, program, or item of concern; and if disapproval is recommended, the specific grounds for such action shall be included in the report.

e. Development of Policies and Procedures

The Committee shall review and recommend to the Faculty Assembly policies and procedures relating to graduate

(1) academic standards;

(2) admissions;

(3) petitions;

f. Representation to University Faculty Senate Committee

The Chair of the Committee shall serve as The Dorothy F. Schmidt College representative to the corresponding University Faculty Senate Committee.

g. Representation to the University Graduate Council.

The Chair of the Committee shall serve ex officio as one of The Dorothy F. Schmidt College's two representatives to the University Graduate Council. The College's second representative to the Council shall be elected by the Committee from among its members, with the proviso that the terms of the two representatives will not expire in the same year.

4. THE PROMOTION AND TENURE COMMITTEE

The structure and responsibilities of the Promotion and Tenure Committee shall be as follows:

a. Membership

Only associate professors or professors who are tenured shall serve on the Promotion and Tenure Committee. Each department shall elect a representative to the Committee. The term of service is two years. No member shall serve more than two consecutive terms, unless no other member of the department is eligible to serve.

A faculty member whose primary assignment is in a non-degree granting program who is applying for promotion or tenure may select a representative from that program to attend the meeting of the Promotion and Tenure Committee at which his or her case is being discussed. This representative is not a voting member of the committee and does not participate in the discussion of the case. The representative is available to answer questions about the candidate's record with reference to the distinctive features of work and expectations that prevailed or prevail in that program, and is bound by the requirements of confidentiality.

b. Applications for Consideration

The Committee shall consider all applications and shall forward its numerical vote according to University guidelines. It shall review all cases of appointment to the faculty with tenure and all cases of appointment to tenure-earning positions at the rank of Associate Professor or Professor and shall make recommendations to the Dean. The applications under review will be held strictly confidential.

c. Voting

The chair shall make every effort to schedule meetings so that all members can be present. If a committee member unexpectedly is unable to attend a scheduled meeting, the department may elect a substitute to attend in the member's place. Provided that the substitute shall have read all of the cases to be considered, the substitute has full voting rights and is bound by the requirement of confidentiality. Departmental representatives may not vote on the cases from their departments.

d. Representation to University Committee

The Chair of the Committee shall serve as The Dorothy F. Schmidt College representative to the corresponding University Committee.

e. Development of Policies and Procedures

The Committee shall recommend, in accordance with Provost memoranda, to the Faculty Assembly general procedures, criteria, and policies affecting tenure, promotion, annual assignments, annual evaluations, and other personnel matters. Except as required by University Guidelines, the Committee shall keep no minutes of its deliberations on promotion or tenure cases. The Committee shall keep and publicize minutes of its discussions on other issues.

f. Quorum

Ninety per cent of the committee must be in attendance at any meeting at which personnel recommendations are made.

5. COMMITTEE ON RESEARCH AND OTHER CREATIVE ACTIVITIES

The structure and responsibilities of the Committee on Research and Other Creative Activities shall include the following:

a. Membership

Membership shall include one member elected by and from each department and degree granting program, as well as one member elected at large from the Partner campuses.

b. Recommendations to Faculty Assembly

The Committee shall make recommendations to the Faculty Assembly on matters pertaining to awards and honors as well as general matters of maintaining and improving the quality of scholarship, creative accomplishment, and instruction in the College.

c. Grants and Awards

The Committee shall review and recommend to the appropriate administrator or body approval or, with explanation, disapproval of all research and creative activity applications.

d. Communication of Actions

The Committee shall communicate its actions in writing to the appropriate administrator or body.

e. Representation to University Committee

The Chair of the Committee shall serve as The Dorothy F. Schmidt College representative to the corresponding University Committee.

6. THE DEAN'S FACULTY ADVISORY COMMITTEE

The structure and responsibilities of the Dean's Faculty Advisory Committee shall include the following:

a. Membership

The membership of this Committee shall consist of the members of the Steering Committee, the Chairs of the other Standing Committees, and the College's Senators. The Chair and Secretary of the Assembly shall act as Chair and Secretary of this Committee.

b. Responsibilities

The Committee will act as a consultative body for purpose of providing faculty advice to the Dean of the College. The Committee shall meet at least once a year with the Dean. Meetings will be convened by agreement between the Committee Chair and the Dean. The Dean may invite other members of his administration, such as Assistant and Associate Deans and Department Chairs, to attend meetings. The Committee shall bring to the Dean's attention matters of concern to the faculty and shall report to the Faculty Assembly on issues communicated to them by the Dean.

c. Agenda

The Agenda will be drafted through consultation between the Dean and Committee Chair.

7. THE STRATEGIC PLANNING COMMITTEE

The structure and responsibilities of the Strategic Planning Committee shall include the following:

a. Membership

The committee shall be comprised of twelve total members: 8 at-large members and 4 Executive Committee members. In consultation with the Dean, members are nominated by the Chairs/Directors of the academic units in the College so as to represent a diversity of areas (arts, humanities and social science) and rank. The Dean may also appoint additional ad-hoc staff/administrative members to serve as consultants to the committee so as to facilitate access to necessary data, context and staff/administrative perspective. The Faculty Assembly Steering Committee will also select a representative to serve on the Executive Committee. One member of the Executive Committee will be selected by the entire committee to serve as chair.

The term of service for the 8 at-large members will be no more than one consecutive year.

The term of service for ad-hoc staff/administrative members will be no more than one consecutive year.

The term of service on the Executive Committee is two years; the first year as a member of the Executive Committee, and the second year as an at-large member.

b. Responsibilities

The responsibilities of the Strategic Planning Committee shall include the following:

- monitor the College's progress in meeting the goals of the Strategic Plan
- receive and evaluate feedback from students, faculty and staff on the health of the College and/or suggestions for priorities, strategies and initiatives
- recommend enhancements and/or adjustments to the plan if appropriate or necessary
- review and prioritize goals, strategies and initiatives

The responsibilities of the Executive Committee shall include the following:

- establish time line, meeting schedules, specific tasks and goals for the committee and for its individual members
- consult with Dean and College Budget Director as needed and requested
- present report to Faculty Assembly each semester
- submit a progress report to the Dean in mid-December.

- submit a final, formal end-of-year report to the Dean and the Faculty Assembly in May with updated metric charts including best available data and recommendations for upcoming academic years c. Agenda

The agenda of the Strategic Planning Committee is to assist in the enhancement and maintenance of the College's vitality by monitoring the College's progress in meeting its established strategic goals; receiving and evaluating feedback from students, faculty and staff; and recommending enhancements and/or adjustments to the plan if appropriate or necessary. Annual progress evaluations will be conducted and updates will be provided to the University, members of the College, and interested stakeholders.

d. Advisory to the Dean

The Committee shall advise the Dean on all matters relevant to the College's goals, initiatives and direction as well as the strategies and procedures most effective in accomplishing those objectives.

e. Quorum

A quorum for this Committee shall consist of a majority of members.

8. THE NON-TENURE TRACK FACULTY PROMOTION COMMITTEE

The structure and responsibilities of the Non-Tenure Track Faculty Promotion Committee shall include the following:

a. Membership

The membership of the Committee shall be reconstituted each year and shall be comprised of two tenured faculty (one of whom will serve as Chair of the committee), two senior instructors, and one college faculty administrator. Unit administrators will nominate tenured faculty and senior instructors to the Dean, who will make the final appointments. The Dean will appoint the college faculty administrator.

b. Responsibilities

The responsibilities of the Non-Tenure Track Promotion Committee will be to review applications from NTT faculty, and make recommendations to the Dean on promotion. The relevant text from the Provost's memorandum of January 25, 2012, "Appointment and Promotion of Instructors and Lecturers" outlines the responsibilities of the committee.

http://www.fau.edu/provost/files/Appointment_Promotion_Instructors_Lecturers.pdf

Further clarification is provided in the Provost's memorandum of October 3, 2012, "Implementation Guidance for the Appointment and Promotion of Non-Tenure Track Faculty," as well as in the Provost's memorandum of June 26, 2013, "Non-Tenure Track Portfolio Guidelines for 2013-2014."

http://www.fau.edu/provost/files/ntt_promotion_guidelines.pdf

http://www.fau.edu/provost/files/NTT_Portfolio_Guidelines_2013.pdf

c. Agenda

The agenda of the Committee will be to review portfolios, discuss and vote on whether or not to recommend the instructor for promotion. The work will take place in Spring semesters, generally in late January-early February.

d. Advisory to the Dean

The Committee shall advise the Dean on each of the NTT faculty member's application for promotion. The Chair of the Committee will write a memo to the Dean summarizing the committee's assessment of each candidate, and stating whether or not the candidate is recommended for promotion.

e. Quorum

A quorum for this Committee shall consist of a majority of members.

9. THE UNDERGRADUATE SCHOLARSHIP AND AWARDS COMMITTEE

The structure and responsibilities of the Undergraduate Scholarship and Awards Committee shall include the following:

a. Membership

The membership of the Committee shall be reconstituted every two years and shall be comprised of five tenured faculty members (one of whom will serve as Chair of the committee). On a rotating basis among departments and units, departments will elect not more than one tenured faculty to the unit administrator who will then convey the names to the Dean.

b. Responsibilities

The responsibilities of the Undergraduate Scholarship and Awards Committee will be to review applications from full time undergraduate students at FAU for scholarships, awards, and fellowships.

c. Agenda

The agenda of the Committee will be to review applications, discuss and vote on candidates for awards. The work will take place in Fall and Spring semesters.

d. Development of Policies and Procedures

The Committee shall recommend to the Faculty Assembly general procedures, criteria, and policies affecting undergraduate awards and scholarships. The Committee shall keep minutes of its discussions on other issues.

e. Communication of Actions

The Committee shall communicate its actions in writing to the Dean.

f. Quorum

A quorum for this Committee shall consist of a majority of members.

g. Representation to University Committee

The Chair of the Committee shall serve as The Dorothy F. Schmidt College representative to the corresponding University Committee.

SECTION 3. SPECIAL COMMITTEES

The Faculty Assembly shall establish Special Committees at its discretion on any topic not assigned to a Standing Committee. All Special 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 Voting Members of The Dorothy F. Schmidt College Faculty Assembly are eligible for nomination and election to any of the positions allocated to the College on the University Faculty Senate.

SECTION 2. NOMINATION

The Secretary of the Faculty Assembly shall request nominations at-large from the Faculty.

SECTION 3. ELECTION

A. Preparation of Ballot

The Secretary will prepare a ballot containing the names of all nominees who have agreed to run.

B. The Election Process

The Secretary, or a replacement designated by the Chair should the Secretary be a candidate, will conduct the election process.

1. He/she will distribute the ballots, paper or electronic, to the Voting Members of the Faculty Assembly.
2. The Chair of the Faculty Assembly shall appoint a teller committee consisting of three faculty members not up for election to count the ballots or verify the electronic ballots.
3. The winners shall be determined on the basis of who has received the most votes.
4. If a tie vote occurs, the Secretary will repeat the ballot process.
5. The Secretary will report the results to the University Faculty Senate, the Provost, and to those elected.

ARTICLE V PARLIAMENTARY AUTHORITY

The parliamentary authority of The Dorothy F. Schmidt College of Arts and Letters is the most recently revised edition of *Robert's Rules of Order, Newly Revised*.

ARTICLE VI AMENDMENTS

SECTION 1. PROPOSAL

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

A. Steering Committee

The Steering Committee of the Dorothy F. Schmidt College Faculty Assembly may act as, or appoint, a Special Bylaws Committee to formulate proposals for amendment.

B. Faculty Petition

Ten percent of the Voting Members of The Dorothy F. Schmidt College Faculty Assembly may present a proposal for amendment by petition to the Chair of the Assembly.

SECTION 2. CONSIDERATION

A. Discussion

A proposed amendment will be placed on the Faculty Assembly agenda for discussion. A motion to send the proposed amendment to a ballot shall be in order after the call for the question, but before a vote is taken. The motion to send to a ballot shall be adopted providing one third of the members present, or 10 members, whichever is greater, favor such a motion.

B. Summary

The Chair shall appoint two members to prepare a summary of the arguments, pro and con, to accompany the ballot.

SECTION 3. ADOPTION

A. Ballots

Voting shall be by ballot, paper or electronic, which shall be distributed by the Secretary of the Assembly to the Voting Members no later than four weeks after the discussion.

B. Tellers

A teller committee appointed by the Chair of the Faculty Assembly shall count ballots or verify the electronic ballots no later than two weeks after distribution.

C. Vote Required

Amendments to the Bylaws shall become effective immediately after approval by a three-fifths majority of those who return valid ballots provided at least 40% of the Voting Members have returned valid ballots.

¹FAU Faculty Constitution and Bylaws, adopted September 30, 1994; Revised January 2004; Amended July 2016; Revised May 2019.

²Article IV. Section 1. Florida Atlantic University Faculty Constitution and Bylaws.

³Bylaws of the Boca Faculty Senate Committee of the United Faculty Senate, adopted September 30, 1994.