

**College of Social Work and Criminal Justice
Florida Atlantic University
Faculty Assembly Bylaws**

PREAMBLE

The faculty of the College of Social Work and Criminal Justice (CSWCJ) adopts these bylaws to define the role of shared governance within the College. The Faculty Assembly ensures that faculty interests and perspectives are given due consideration in decision-making processes. These bylaws are governed by and subordinate to where applicable, the Regulations of the Florida Board of Governors, the Regulations of the Florida Atlantic University Board of Trustees, University policies and regulations, federal and state laws, any collective bargaining agreement covering the faculty, and the President's and Provost's Memoranda. The goals of shared governance are to maintain respect and communication between faculty and administration making it possible for the University to function successfully. The administration, faculty, and staff will work together to foster collegiality among all members of the College.

ARTICLE I: GENERAL INFORMATION

A. Name

The name of this body shall be called the Faculty Assembly of the College of Social Work and Criminal Justice (CSWCJ), Florida Atlantic University.

B. Address

The address of the College is:
Florida Atlantic University
College of Social Work and Criminal Justice
777 Glades Rd.
Boca Raton, FL 33431

C. Purpose

The purpose of the Faculty Assembly of the CSWCJ shall be to:

1. Establish shared governance at the college level.
2. Be concerned primarily with but not limited to matters of:
 - a. educational policy, including curriculum, admissions, degree programs, and certificates;
 - b. general faculty interest, including tenure, hiring policies, and promotion;
 - c. student affairs;
 - d. college organization and the coordination of academic programs.
3. The assembly shall be advisory to the Dean in matters of planning and budgeting.

ARTICLE II: MEMBERSHIP

The Faculty Assembly of the CSWCJ of Florida Atlantic University shall consist of all full-time faculty members holding the title of Professor, Associate Professor, Assistant Professor, Senior Instructor, University Instructor, and Instructor (excluding visiting, part-time, and adjunct instructors). The term faculty will be used throughout this document unless specification of a specific title is necessary. Ex-officio, non-voting members include all faculty holding decanal titles and departmental directors. Full-time status referred to herein shall mean 1.0 FTE only. The Dean's office will provide a current list each academic year of faculty as described above to the Faculty Assembly upon request.

ARTICLE III: STEERING COMMITTEE

A Steering Committee of four faculty members will lead the work of the Faculty Assembly.

A. Members

The Steering Committee shall consist of four members: two voting faculty members from Social Work (SW) and two voting faculty members from Criminology and Criminal Justice (CCJ). Each school is responsible for electing their two Steering Committee members. Steering Committee members will serve two-year staggered terms that begin each fall semester. Due to the nature of the staggered terms, each school will elect their new Steering Committee member no later than March 1st and send the name to the current chair of the Steering Committee to be announced at the final Faculty Assembly meeting of the semester. Steering Committee members will serve the following two academic years but may not serve more than two consecutive terms (four years in a row). If a Steering Committee position is vacated mid-term, the Steering Committee will seek a replacement to finish out the term of service from the School where the vacancy occurred.

B. Officers

Once each School has elected their representatives, the Steering Committee shall elect two officers no later than March 15th; a chair and a vice-chair. The officers will serve for one-year terms beginning in the fall semester through the academic year. Officers remain eligible to serve subsequent terms upon re-election. Officers cannot serve more than two consecutive terms (2 years in a row). Should the office of chair be vacated mid-term, the vice-chair will become acting chair until a new Steering Committee member is elected from the school the former Chair came from. At that time, the Steering Committee may elect a new chair for the remaining academic year. When possible, each school should have one officer.

C. Responsibilities

The Steering Committee shall meet as necessary, and a majority shall constitute a quorum. The committee may consider, advise, and make recommendations to the Faculty Assembly on all matters within the Assembly's jurisdiction. It may investigate, prepare, or request informational and advisory reports to the Assembly. Ad hoc committees can be established as needed.

ARTICLE IV: OFFICERS

A. Chair

The chair of the Faculty Assembly shall:

1. Call all meetings of the Faculty Assembly.
2. Preside over meetings of the Faculty Assembly.
3. Represent the Faculty Assembly at meetings of the dean and directors by invitation of the dean.
4. Represent the faculty as a whole to the dean and other college administrators.
5. Solicit agenda items and distribute the agenda and relevant items five business days prior to the faculty assembly meeting.
6. Determine that a quorum is available at the beginning of the meeting.
7. Conduct the meeting, including official discussion and/or vote on relevant items on the agenda.
8. Review the minutes from the prior meeting and return for distribution to the membership five business days prior to the next Faculty Assembly meeting in preparation for approval.
9. Issue calls for nominations for University Faculty Senate and college standing committees.
10. Work with directors and the Dean's Office to ensure all college committee members are elected for the next academic year.
11. Encourage all standing committees to meet within the first six weeks of the Fall semester.
12. Upon available resources in the school/college, the chair shall receive one-course release during the academic year.
13. Receive secretarial support in the fulfillment of their duties.

B. Vice-chair

The vice-chair of the Steering Committee shall:

1. Act as the secretary of the Assembly.
2. Record the minutes of each meeting.
3. Distribute the minutes from prior Faculty Assembly meetings.
4. Conduct the meetings in the absence of the chair.
5. Consult and coordinate with the chairs of the standing and special committees.
6. Conduct all elections on matters under consideration by the Faculty Assembly.

ARTICLE V: VOTING PRIVILEGES

A. The voting body of the Faculty Assembly shall consist of all full-time faculty members holding the title of Professor, Associate Professor, Assistant Professor, Senior Instructor, University Instructor, and Instructors. Ex-officio, nonvoting members include all faculty holding decanal titles and departmental directors.

Faculty holding the title of Senior Instructor, University Instructor, and Instructor are not able to vote on issues pertaining to promotion and tenure of tenure line faculty or on issues that solely impact tenure-line faculty.

B. Voting members of the faculty on sabbatical or other official forms of leave, including travel, annual leave, and medical leave, shall be permitted to cast absentee ballots in college elections and referenda.

C. Proxy votes or ballots shall not be permitted.

D. Although visiting, part-time, and adjunct instructors are considered non-voting participants of the Faculty Assembly, they are welcome to attend Faculty Assembly meetings and serve on school, college, or university committees, if appropriate to the work of the committee and of interest to the non-voting faculty member. Although they are not able to vote in Faculty Assembly meetings, non-voting faculty members can vote during college committee meetings.

ARTICLE VI: MEETINGS

A. Schedule

There shall be at least one meeting of the Faculty Assembly each fall and spring semester. Additional meetings can be called as needed by the Steering Committee or by a written petition of ten or more members of the faculty. Notice of meetings shall be distributed to all members at least five business days prior to the meeting.

B. Quorum

1. When 50% of each school's voting members are present a quorum is constituted. The points of view of all faculty are to be considered before voting on an issue.
2. All reasonable accommodations will be made to promote faculty engagement through in-person and remote attendance.

C. Voting Policies

1. Unless otherwise noted in the Bylaws, a consensus method of decision making shall serve as the procedural authority for the group. If the Faculty Assembly is unable to reach consensus then Robert's Rules of Order (Newly Revised) will be used. Whenever a formal vote is taken, academic and/or faculty policies and curriculum changes shall be affirmed by a two-thirds vote of the Faculty Assembly.
2. Whenever possible faculty shall be notified of changes to be considered for voting at least five business days before a decision is to be reached.

D. Agenda

The agendas for Faculty Assembly meetings are generated by the Steering Committee chair in consultation with Steering Committee members and should include business of the college that requires discussion or decisions raised by committees, administration, or individual faculty members. Faculty requesting items for placement on the agenda are encouraged to submit a written request to the chair at least seven business days prior to the meeting, including proposed motions for consideration. The agenda with action items shall be distributed by the chair at least five business days prior to the meeting.

E. Minutes

Shall be recorded by the vice-chair. If the vice-chair is not present, another Steering Committee member will record the minutes. Minutes are a record of what was done at the meeting, not what was said at the meeting. The official copy of the minutes should include dean and chair reports, committee reports, correspondence, presentations, and motions, as applicable.

F. Guest Attendees at Meetings

1. Guest speakers who wish to present to the Faculty Assembly must request time on the agenda from the Steering Committee chair at least seven business days prior to the scheduled meeting. The chair in cooperation with Steering Committee members will determine the final agenda. Presentations are to be kept brief and are to be done with the intent of gathering input from the faculty.
2. The dean is welcome to present informational updates to the Faculty Assembly at each meeting.

G. Non-member Privilege

Any member of the faculty, visiting, part-time, or adjunct instructors, administration, staff, or student body shall have the right to attend meetings of the Faculty Assembly and to have the floor upon recognition by the chair or vice-chair.

ARTICLE VII: STANDING COMMITTEES

A. Committee Titles and Responsibilities

The standing committees of the Faculty Assembly include:

1. Promotion and Tenure

The CSWCJ Promotion and Tenure Committee consists of four members, two elected by each School. The elected members should hold the title of Professor. Under unique circumstances, where the school does not have a full professor to be elected as a member, an associate professor may serve on the Committee but may not vote on any candidate aspiring to a higher title than associate professor. In those instances, when there are fewer than three professors serving on the College Promotion and Tenure Committee, the Dean will appoint an ad hoc committee that includes professors from CCJ or SW or other schools in the university in a similar discipline if there are no additional full professors in CCJ and SW.

The elected members serve a two-year term. The chair of the College Promotion and Tenure Committee is elected by secret ballot at large from the College Faculty Assembly. In the event a member of the Committee is under consideration for promotion, the School shall elect another member to substitute for that deliberation only. The College Promotion and Tenure Committee reviews all promotion and tenure recommendations and forwards its independent recommendation to the dean. The Committee also reviews and makes recommendations to the dean regarding tenure on all new appointments with tenure as a condition of appointment. The committee meets as often as necessary to complete its responsibilities.

2. Undergraduate Programs

The Undergraduate Programs Committee is composed of one faculty member from each school. The Committee selects its chair if one is needed. The Committee reviews all proposals, approved by the respective school faculty, for new undergraduate courses or programs, and for changes in existing courses or programs. Approved proposals are forwarded to the Undergraduate Programs Committee of the University Faculty Senate. If the Committee does not approve a proposal it returns it to the requesting unit with a written explanation. The Committee hears and renders judgment on all undergraduate petitions. One of the two members of this committee serves on the University Undergraduate Programs Committee. The Committee meets as often as necessary to complete its business.

3. Graduate Programs

The Graduate Programs Committee is composed of one faculty member from each school. The Committee selects its chair if one is needed. The Committee reviews all proposals, approved by the respective school faculty, for new graduate courses, certificates or programs, and for changes in existing courses or programs. Approved proposals are forwarded to the Graduate Council and the subcommittee Graduate Programs Committee of the University Faculty Senate. If the Committee does not approve a proposal it returns it to the requesting unit with a written explanation. The Committee hears and renders judgment on all graduate petitions. The Committee also considers graduate curriculum policies. One of the two members of this committee serves on the University Graduate Council. The Committee meets as often as necessary to complete its business.

4. Research

The Research Committee is made up of one faculty member from each school. The Committee selects its chair if one is needed. The Committee reviews proposals for the establishment of new college centers and institutes, applications for research grants, travel grants, and researcher of the year awards. It shall also review and recommend procedures relating to these programs and other research issues. It promotes and disseminates the research activities of the college. The Committee meets as often as necessary to complete its business. The Committee shall meet as often as necessary to complete its business.

5. Non-Tenure Track Promotion

Promotion portfolios will be considered by a college committee composed of two tenured faculty, two Instructors (Senior or University Instructors are preferred when they are available), and one college faculty administrator. Each school will elect one tenured faculty and one Instructor (Senior or University Instructor preferred, when available) if available to serve on the committee. The faculty administrator will be appointed by the Dean of the college. All faculty, including the faculty administrator appointed by the Dean, serving on the committee must be at or above the rank of the person under review. In the event that an instructor of an equivalent or higher rank is unavailable to serve on the committee, a tenured faculty member is eligible to serve. The tenured faculty member shall be determined by the voting body of the respective School. A faculty member who has applied for promotion for the year is ineligible to serve on the committee.

The chair of the Committee will be elected by secret ballot at large from the College Faculty Assembly. Evaluations of instructors for promotion should be made after a meeting that includes discussion of the case and consideration of the appropriate criteria and a secret ballot polling of the committee. Recommendations from the committees will go to the directors and the Dean – who makes a recommendation to the Provost. The Provost makes a positive or negative recommendation to the President. The President shall make the final decision on the granting of the promotion.

6. Honors & Awards

The Honors & Awards Committee is made up of one faculty member from each school. The Committee selects its chair if one is needed. The Committee reviews nominations for all college student and faculty awards and makes recommendations on these to the dean. The chair of the committee represents the college on the University Awards Committee (not a standing committee of UFS as of now). The Committee meets as often as necessary to complete its business.

B. Committee Procedures:

All existing committees and future committees of the Faculty Assembly of the CSWCJ shall be subject to the following:

1. Reports

Each committee shall report to the Faculty Assembly as requested by the Steering Committee. All CSWCJ standing committees are required to present a written or verbal year-end report at the last Faculty Assembly meeting.

2. Representation

Members representing each school shall be responsible for keeping their respective faculty informed of committee business.

3. Nominations & Election

Committee members shall be selected by their respective school's faculty by April 1st for the upcoming academic year and assume office at the beginning of the fall semester. All standing committee members shall serve two-year, staggered terms.

4. Reporting

Results will be published on website and will be shared with and sent to the dean's office.

ARTICLE VIII: ELECTION OF COLLEGE MEMBERS TO UNIVERSITY FACULTY SENATE

A. Eligibility

There shall be three faculty member representatives to the University Faculty Senate unless otherwise stipulated by the University Faculty Senate Constitution and bylaws. They are to be elected from the voting members of the Faculty Assembly. It is preferred that at least one Senator come from each school.

B. Nominations

The vice-chair of the Faculty Assembly shall request nominations from the voting members of the Faculty Assembly during the spring semester and will ensure that the vote occurs prior to the election deadline (April 1st). Nominations can be self-made or the nominations of others. It is the responsibility of the vice-chair (or designee if vice-chair is running) to confirm that those nominated by others are willing to run. All nominations must be submitted in writing via email with a deadline at least three days before the vote is to occur whether that vote happens in a Faculty Assembly meeting or electronically.

C. Elections

Elections are to take place in the spring semester for terms that begin during the next academic year. A vote may take place at a Faculty Assembly meeting where a motion is made or via an anonymous electronic ballot outside of a meeting, at the discretion or request of members of the Faculty Assembly. The election is subject to these conditions:

1. Election of senators will be decided by a secret electronic or paper ballot.
2. The winners shall be determined on the basis of who has received the most votes.
3. If two or more positions are to be filled in the same election, the winners shall be the eligible candidates receiving the highest number of votes.
4. If a tie vote occurs, the vice-chair will repeat the ballot process. If the second vote is a tie, the third vote is taken among tenure-line faculty only.
5. The vice-chair will report the results to the University Faculty Senate and the Office of the Provost.

ARTICLE IX: AMENDMENTS TO COLLEGE BYLAWS

The bylaws of the CSWCJ Faculty Assembly are to be considered as in a state of permanent review and are subject to change, as needed. All changes, recensions, modifications, and additions require approval by a two-thirds majority from the voting members of the Faculty Assembly. Amendments are subject to the approval of the Office of the Provost.

A. Proposal of Amendments

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

1. The Steering Committee may act as or appoint an ad hoc Bylaws Committee to formulate proposals for amendment, as needed.
2. Twenty-five percent of the voting members of the Faculty Assembly may present a proposal for amendment in writing by petition to the chair.

B. Consideration

The ad hoc Bylaws Committee will present proposed amendments to the faculty at least five days before the discussion is scheduled for a Faculty Assembly meeting.

C. Voting

Voting shall be by ballot, paper or electronic. Any vote may be decided by electronic or paper ballot when any member at the meeting requests it. Faculty members may cast their votes by absentee, written, or electronic ballot when their presence at a faculty meeting is physically impossible.

D. Adoption

All changes, modifications, and additions require approval by a two-thirds majority of the voting members of the college Faculty Assembly. Unless otherwise stipulated in the action, the amendment becomes effective immediately upon approval by the faculty and is subject to the approval of the Office of the Provost.

ARTICLE X: ENACTMENTS

These provisions shall be enacted and shall govern the activities of the College upon an affirmative written vote of two-thirds of the voting membership of the Faculty Assembly as subject to the Provost's memos and University regulations.

ARTICLE XI: DISSEMINATION OF THE BYLAWS

The bylaws will be posted on the college website. Copies shall be maintained in the office of the dean and in each school's office.