

By-Laws
College of Arts, Sciences, and Engineering (CASE)
University of North Alabama

I. Purpose

These by-laws for the College of Arts, Sciences, and Engineering define and describe the organization, procedures, authority, nature of faculty, and process for faculty governance of the College in relation to the Dean's office. They also define committee structure and allow for by-laws revision as necessary.

II. Faculty

The University Faculty is composed of all full-time persons holding tenure-track or non-tenure-track appointments in faculty rank (professor, associate professor, assistant professor, senior lecturer, lecturer/instructor), and such other persons as may be so designated on the recommendation of the President and the approval of the Board of Trustees.

These are the categories of voting faculty in the College of Arts, Sciences, and Engineering: Tenured, Tenure Track, and Non-Tenure Track. Faculty from Military Science will be voting faculty unless otherwise specified. Non-voting members include Visiting Professors, adjunct faculty, and part-time faculty as noted in the Faculty Handbook. Staff members of the College will not vote on College business unless otherwise specified.

III. Meetings

Meetings will be called by the Dean of the College and will be held at least twice a year, during the fall and spring semesters. In addition, meetings may be called by a majority of the voting faculty of the College or a majority of the department chairs in the College.

The faculty must be notified and the agenda must be published at least seven business days in advance of the meeting date.

Meetings will be guided by Robert's Rules of Order.

IV. Quorum

A quorum will be defined as forty percent of the voting faculty of the College.

V. Administration of the College of Arts, Sciences, and Engineering

Dean

Appointment: The President of the University appoints the Dean of the College of Arts, Sciences, and Engineering by recommendation of the search committee and the Executive Vice President for Academic Affairs & Provost upon completion of a national search. The committee may include tenured and tenure-track faculty, department chairs, and the associate dean(s) acting in accordance with assisting guidelines as described in the Faculty Handbook and by Human Resources.

Responsibilities:

- i. Lead the College in accord with its unique vision and mission statements.
- ii. Outline duties and responsibilities for the Associate Dean(s), department chairs, directors, coordinators, faculty, and staff within the College.
- iii. Maintain dialogue with the College's chairs, directors, coordinators, faculty, staff, and students regarding current policies, procedures, and events.
- iv. Secure and manage the resources of the College.
- v. Work in consultation with the Associate Dean(s), department chairs, directors, coordinators, faculty, and staff in the creation or dissolution of committees that further the College/University's mission.
- vi. Procure new resources to aid in the construction of new programs and infrastructure.
- vii. Further the liberal arts agenda of the College/University.
- viii. Act as presiding officer of all meetings called the by Dean of the College.

Associate Dean(s)

Appointment: The President of the University appoints the Associate Dean(s) of the College of Arts, Sciences, and Engineering by recommendation of the search committee, the Dean, and the Executive Vice President for Academic Affairs & Provost upon completion of an internal or national search. The committee may include tenured and tenure-track faculty, department chairs, and the associate dean(s) acting in accordance with assisting guidelines as described in the Faculty Handbook and by Human Resources.

Responsibilities: The Associate Dean(s), in the event that more than one individual holds the position, are expected to work collaboratively. The Dean of the College prescribes all duties and responsibilities. The Associate Dean(s) will act as presiding officer of all assembled meetings in the absence of the Dean of the College.

VI. Department Chairs

Department chairs will serve on the Committee of Department Chairs and will represent the faculty of their respective departments. The department chair will be appointed as designated by procedures in the UNA Faculty Handbook. Departmental configurations will be determined through an administrative process designed by the UNA administration. Chairs will attend called meetings either by the Dean of the College or by a majority vote of the Committee of Department Chairs. If a department chair cannot attend a called meeting, a proxy may be appointed to represent the department with communication to the Dean of the College.

Purpose:

Meetings of the Committee of Department Chairs primarily serve to advance communications on all operations of the College, including campus-wide matters and academic and budgetary policies and procedures. It is expected that information from the meetings of the committee will be communicated to the faculty of the represented departments.

VII. Committees

The charge for each standing committee is a minimal overview. Each committee would develop details related to the basic committee charge.

The service length for the committees described below will be three years, using rotating appointments after the first three years. Committee members may be reappointed. A schedule for rotation will developed by each committee.

A. Curriculum Committee

Charge:

This committee is responsible for reviewing proposed curriculum changes submitted by Department Chairs. This includes proposals for new courses or deletion of existing courses, editing of course descriptions or titles, and changes in curricula offerings by departments. Approved changes will be forwarded to the Dean who will then forward recommendations to the University curriculum undergraduate or graduate committees as indicated by policy.

Membership:

Members of the committee are appointed by the Dean having at least seven members; it is composed of members of the faculty-at-large including at least two department chairs. The committee will have representation from the areas of natural sciences, social & behavioral sciences, humanities, and the performing & fine arts in the College of Arts, Sciences, and Engineering. An Associate Dean will be a nonvoting *ex officio* member of the committee.

B. Budget Committee

Charge:

The budget committee will review departmental requests and make recommendations to the Dean. Approved requests will be forwarded by the Dean to the appropriate University committee (i.e. Strategic Planning and Budget Study Committee or Scholarship Committee through the University's administrative designees, usually vice-presidents of academic areas).

Membership:

The Budget Committee shall have at least seven members appointed by the Dean from the faculty-at-large in the College of Arts, Sciences, and Engineering. An Associate Dean will be a nonvoting *ex officio* member of the committee.

C. Engagement and Access Initiatives Committee

Charge:

As guided by the CASE Engagement and Access Initiatives Plan, the committee is charged with collaborating with CASE faculty, staff, and students to: (a) recruit and retain faculty and staff from underrepresented groups; (b) recruit and retain students from underrepresented groups; (c) increase cross and/or intercultural curriculum throughout CASE; (d) assist the College in being a place where all students feel welcome, recognized, and valued; (e) create strong intercultural and engagement outreach initiatives for student career success; and (f) assist in making CASE engagement and access activities and actions visible.

Membership:

The Engagement and Access Initiatives (EAI) Committee shall have at least seven members appointed by the Dean from the faculty-at-large in the College of Arts, Sciences, and Engineering, including at least one staff member. An Associate Dean will be a nonvoting *ex officio* member of the committee. The committee will be chaired by the Director of CASE EAI.

D. Awards Committee

Charge:

This committee will determine the recognition categories and the criteria required for nominations to these categories.

Membership:

The Dean will appoint the members of this committee from the faculty-at-large from the College of Arts, Sciences, and Engineering. A staff member will be appointed as a member of the committee and will be a voting member of this committee. An Associate Dean will be a nonvoting *ex officio* member of the committee.

E. Faculty Research and Development Committee

Charge:

This committee will receive proposals for the College faculty for research projects and faculty development projects. The committee will recommend funding of proposals based on merit and availability of College funds.

Membership:

This committee will have representation (one faculty member) from each of the departments of the College, except Military Science. An Associate Dean will be a nonvoting *ex officio* member of the committee.

F. By-laws Committee

Charge:

The By-laws Committee will be responsible to maintain the by-laws of the College of Arts, Sciences, and Engineering as an active document. The committee will receive proposed amendments to the bylaws from the faculty and College administration. When the by-laws are amended, the committee will ensure the updating of the by-laws.

Membership:

The By-laws Committee shall have at least seven members appointed by the Dean from the faculty-at-large in the College of Arts, Sciences, and Engineering. An Associate Dean will be a nonvoting *ex officio* member of the committee.

G. Graduate Committee

Charge:

The Graduate Committee will serve as an advisory body to the dean and faculty of the College on matters related to the graduate program of the College. The committee will receive and study proposals for the creation, discontinuance, or renaming of graduate degree programs and to make such recommendations to the dean and faculty of the College. The Graduate Committee will also review graduate student appeals for reinstatement following dismissal from their program.

Membership:

The committee shall consist of a member of the graduate faculty from each department offering a graduate degree who shall be elected by members of the department. This member could be the graduate coordinator/director of graduate studies for those departments. An Associate Dean will be a nonvoting *ex officio* member of the committee.

H. Ad Hoc Committees

Charge:

The Dean may establish an ad hoc committee to meet particular goals of the College. The faculty may call for the establishment of an ad hoc committee by two-thirds of the faculty attending a College meeting. The charge given to any ad hoc committee will be articulated including dates of service. The committee will dissolve when its assignment is complete and the committee will report to the Dean if it is established by the Dean, or to the faculty of CASE, if it is established by the faculty.

Members:

The Dean will appoint members from the faculty-at-large as dictated by the task. A faculty-called committee may be elected, appointed, or chosen by means determined by the faculty.

VIII. Amendments to the By-Laws

Amending the By-laws

The faculty of the College of Arts, Sciences, and Engineering shall have the power to alter, repeal, or amend these by-laws, or to adopt new by-laws. Copies of proposed amendments or proposed new by-laws shall be distributed electronically to all members of the faculty. A vote on such proposals shall be written by or secured by electronic ballot. A two-thirds majority vote of the faculty eligible to vote and casting a vote on the measure shall be required for passage of any amendment or proposed by-laws. Voting eligibility is defined in Section II. Ballots shall be returned no later than 10 days after their distribution. University recesses shall be excluded from the determination of these time periods.

Proposed amendments or new by-laws shall be presented to the faculty at least 7 business days prior to a meeting of the College for discussion and debate prior to the general meeting of the faculty. The Dean shall see that the provisions of this and all articles contained here within are properly carried out.

IX. Conduct of Business of the College

A. In its proceedings the faculty shall be governed by the latest edition of Robert's Rules of Order, except in such cases as shall be otherwise provided.

B. Order of Business

The Order of Business will be determined in the agenda for the meeting of the College of Arts, Sciences, and Engineering. The agenda will be provided to the faculty of the CASE in a timely fashion prior to a meeting of the College. Any agenda containing business in which a vote is required should be provided 7 business days in advance of the meeting.

C. Minutes

Minutes of all College of Arts, Sciences, and Engineering meetings shall typically be distributed by the Dean's Office to all members of the College Faculty, to the President of the Faculty Senate, to the Provost and to the University Archives.

X. Adoption

These by-laws shall be adopted upon the approval by a simple majority of the voting members of the faculty of the College of Arts, Sciences, and Engineering voting by mail ballot, paper ballot, or by electronic means and shall take effect immediately. The date of approval of the by-laws will be listed in the document after initial approval and when amended. The by-laws will be accessible on the website of the College of Arts, Sciences, and Engineering.

By-laws adopted: September 14, 2015

By-laws amended: March 18, 2021
Editorial changes to reflect the new College name (June 11, 2021)

December 1, 2022

Editorial changes to reflect IEI information (November 18, 2024)

Editorial changes to reflect EAI information (August 1, 2025)