

**ARTICLE 8.**  
**THE COLLEGE OF ARTS AND SCIENCES**  
[Entire article revised March 23, 2007]

**§ 8-1. Divisions of the College of Arts and Sciences.** (a) The College of Arts and Sciences is organized into the Divisions of Fine Arts, Humanities, Natural Sciences and Mathematics, and Social Sciences. These Divisions comprise the departments and curricula listed below:

1. *Fine Arts*: Art, Dramatic Art, and Music;
2. *Humanities*: American Studies, Classics, Communication Studies, English and Comparative Literature, Germanic Languages, Linguistics, Philosophy, Religious Studies, Romance Languages, Slavic Languages and Literatures, and Women's Studies;
3. *Natural Sciences and Mathematics*: Applied and Materials Sciences, Biology, Chemistry, Computer Science, Exercise and Sport Science, Geological Sciences, Marine Sciences, Mathematics, Physics and Astronomy, Psychology, and Statistics and Operations Research; and
4. *Social Sciences*: Aerospace Studies, African and Afro-American Studies, Anthropology, Asian Studies, City and Regional Planning, Economics, Geography, History, Military Science, Naval Science, Political Science, Public Policy, and Sociology.

The secretary of the faculty assigns to the appropriate division any department or curriculum not specified above.

(b) Members of departmental faculties have voting privileges in only one division, but may have advisory privileges in other divisions in which their departments have special interests. Thus, those from Art, Dramatic Art, History, and Music have advisory privileges in the Humanities; those from Philosophy in the Natural Sciences and Mathematics and Social Sciences; and those from Psychology in the Social Sciences.

(c) Faculty members who have no departmental affiliation have voting privileges in the division

to which they have been assigned by the secretary of the faculty.

**§ 8-2. Faculty of the College of Arts and Sciences.** All members of the General Faculty holding appointments in departments and curricula within the College of Arts and Sciences are members of the Arts and Sciences Faculty.

**§ 8-3. Arts and Sciences Advisory Committee.** The Arts and Sciences Advisory Committee consists of the chairs of the divisions specified in § 8-1, above. The dean of the college of arts and sciences consults the committee on:

1. Appointments, reappointments, and promotions that have the effect of conferring permanent tenure;
2. Promotions to a higher rank of persons holding permanent tenure at the rank of associate professor or assistant professor; and
3. Appointments to distinguished professorships.

**§ 8-4. Divisional faculties.** (a) The faculty of each Arts and Sciences Division is composed of the faculty members of its component departments. Each Division has a chair and such other officers as its by-laws specify. The chair and other officers are elected by members of the voting faculty holding primary appointments in departments and curricula assigned to the Division. Each Division, in consultation with the dean of the College of Arts and Sciences, adopts appropriate rules and regulations governing its functions and procedures, including procedures for electing its officers.

(b) Each division, in cooperation with the dean of the College of Arts and Sciences, concerns itself with the instructional programs of the units within its division.



## Office of Faculty Governance

### ***By-Laws of the Divisions of the College of Arts and Sciences***

**On this page: [By-Laws of the Division of Fine Arts](#) [By-Laws of the Division of Humanities](#) [By-Laws of the Division of the Basic and Applied Natural Sciences](#) [By-Laws of the Division of the Social Sciences](#)**

**[College of Arts & Sciences Administration & Contacts](#)** (Division Chairs listed here)

### **By-Laws of the Division of Fine Arts**

(amended and approved 19 April 1979, revised 4 November 2002)

1. Membership. The Fine Arts Division of the College of Arts and Sciences consists of the following departments:

- a. The Department of Art,
- b. The Department of Dramatic Art,
- c. The Department of Music,

and such other appropriate departments or curriculae as may from time to time be created within or assigned to the Division. All voting faculty members\* in the Fine Arts Division departments/curriculae shall have the right to vote in the Division.

2. Officers. The officers of the Fine Arts Division shall be a Chair and a Vice-Chair.

- a. The Chair shall serve for a term of three (3) years, renewable one time. Candidates for Chair of the Division shall be full professors in the Division, who are not chairing their respective department.
- b. The Vice-Chair shall serve for a term of three (3) years, renewable one time. Candidates for Vice-Chair of the Division shall be tenured associate or full professors in the Division, who are not chairing their respective department.

3. Duties and Powers of the Officers.

- a. The Chair shall act as the chief officer of the Division, preside over meetings of the Division called by him/her, and represent the Division on the Arts and Sciences Subcommittee of the Committee on Instructional Personnel (ASAC).
- b. The Chair may create standing or ad hoc committees as needed.
- c. The Vice-Chair shall be responsible each semester for reviewing and, in consultation with the originating unit, revising in a timely manner additions, deletions, and changes to course proposals in the Division before forwarding them to the appropriate Administrative Boards of the College and the Graduate School. The Vice-Chair shall also perform any duties assigned to him/her by the Faculty Code, the Chair of the Division, or the Dean of the College.

4. Elections. Elections for officers of the Division shall be conducted by the Secretary of the Faculty, who shall place on the official ballot the names submitted by the Nominating Committee of the Division. The next election shall occur in the spring of 2003, and every third year after that. The candidates elected as officers shall serve for a term of three (3) years and take office on the first of July following their election. Interim vacancies shall be filled by the Secretary of the Faculty from the list of those voted on in the most recent election in the order of the highest number of votes received unless all such persons decline appointment, or are ineligible, or there is an insufficient number, in which case the vacancy shall be filled by appointment of the Arts and Sciences Advisory Committee (ASAC).

5. Identification and Duties of the Nominating Committee. The Nominating Committee shall consist of the Chairs of the Departments in the Fine Arts Division, who themselves cannot be officers of the Division.

6. Duties of the Nominating Committee. In principle it will be the object of the Nominating Committee to identify eligible candidates and secure their willingness to serve. Ideally the Nominating Committee will identify at least one candidate for each office of the Division from each department of the Division.

7. Meetings of the Division. The Chair of the Division alone may call meetings as needed, either on his/her own initiative or at the written request of the Vice-Chair or other faculty members of the Division. The Chair calls the meeting, draws up the agenda and announces the time, place, and specific items of business to be dealt with. Meetings should be announced at least ten days in advance with a written agenda provided at least five days in advance.

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\*Voting faculty members are interpreted to be regular tenure-track faculty and full-time fixed term faculty members with contracts of three (3) years or longer of service.

## **By-Laws of the Division of Humanities**

As amended February 4, 2002

1. Membership. The Humanities Division of the College of Arts and Sciences shall consist of the Departments of Classics, Communication Studies, English, Germanic Languages, Linguistics, Philosophy, Religious Studies, Romance Languages, Slavic Languages, and the Curricula in American Studies, Asian Studies, Comparative Literature, and Folklore, and such other appropriate departments or curricula as may from time to time be created.

2. Officers. The officers of the Division shall be a Chair and a Chair of the Course Committee. There shall be an elected first alternate and second alternate each for the offices of Chair and Chair of the Course Committee. Alternates shall serve in the temporary absence from the University of the respective officer and shall serve the remainder of the term in the event of death, incapacity, resignation, or retirement.

The Chair must be a Full Professor in the Division who is not the Chair of a department or curriculum, shall serve a term of three years, and may not hold office for more than two consecutive terms. The Chair of the Course Committee shall be a tenured faculty member of the Division who is not the Chair of a department or curriculum, shall serve a term of three years, and shall be eligible for reelection to any number of terms.

3. Election of Officers of the Division. Elections of the Division shall be conducted by the Secretary of the Faculty, who shall place on the official ballot the names submitted by the Nominating Committee of the Division. Every third spring, reckoning from the Spring of 2001, the Chair of the Humanities Division shall appoint a Nominating Committee of three tenured faculty members from three different units in the Division, designating one as Chair. The

Nominating Committee shall invite nominations from all voting faculty in the Division for the offices of Chair and Chair of the Course Committee, describing the duties of each office in the invitation for nominations. The Nominating Committee shall count the names proposed. The names of the persons with the three highest numbers of nominations for the offices shall be submitted to the Secretary of the Faculty to be placed on a ballot as part of regular, annual faculty elections. All persons listed as members of the voting faculty in departments and curricula in the Humanities Division shall be eligible to vote.

4. Committees. (a) The sole standing committee of the Division is the Course Committee. Each Department or Curriculum Chair shall appoint a representative to the Course Committee for a term of three years. The Course Committee is responsible for reviewing and, in consultation with the originating unit, revising additions, deletions, and changes to descriptions of courses in the Division. The Course Committee must meet deadlines specified by the College and may do its work by subcommittee or by email at the discretion of the Chair of the Course Committee.

(b) A Nominating Committee shall be appointed every three years. Other standing and ad hoc committees may be created by the Chair of the Division as needed.

4. Meetings. The Chair of the Division shall call meetings as needed, either on his or her own initiative or at the request of faculty members in the Division.

February 4, 2002

## **By-Laws of the Division of the Basic and Applied Natural Sciences**

As amended April 3, 2002

1. Officers. The officers of the Division shall be a Chair and a Vice Chair. The Chair must be a Professor in the Division, shall serve a term of three years, and may not hold office for more than two terms. The Vice Chair must be a Professor or tenured Associate Professor in the Division and shall serve a term of three years concurrently with the Chair. If the Chair is unable to serve, the Chairs of the Departments in the Division will appoint a replacement chosen from among the nominees for that post in the preceding election. If none of the nominees is able to serve, a special election to replace the Chair will be held according to the method described in the following paragraph. If the Vice Chair is unable to serve, the same procedure for naming a replacement will be followed as for replacing the Chair.

2. Election of Officers of the Division. The Division shall provide to the Secretary of the Faculty a list of people willing to serve as officers of the Division. The University Nominating Committee will draw nominees from this list but may add others, if possible nominating three candidates for each position. Nominees for Chair of the Division must be Professors in the Division, and nominees for Vice Chair of the Division must be Professors or tenured Associate Professors in the Division. The election of officers shall be administered by the Secretary of the Faculty.

3. Committees.

(a) The main standing committee of the Division is the Course Committee. Its Chair is the Vice Chair of the Division. Each Department Chair shall appoint a representative to the Course Committee for a term of three years.

(b) A committee of Department Chairs (or their delegates) and Division Officers presided over by the Chair of the Division may meet from time to time to consider common problems. Other standing and ad hoc committees may be created by the Chair of the Division as needed.

Approved by the Division

April 3, 2002

## **By-Laws of the Division of the Social Sciences**

As adopted February 17, 1971; Clarified October 13, 1972; Revised April 23, 2001

1. The Division of the Social Sciences of the College of Arts and Sciences consists of the Departments of Aerospace Studies, Afro-American Studies, Anthropology, City and Regional Planning, Economics, Exercise and Sport Sciences, Geography, History, Naval Science, Recreation and Leisure Studies, Political Science, Public Policy, Sociology, Women's Studies, and such other Departments and Curricula as may from time to time be created within or assigned to the Division. Members of the Departments of Philosophy and Psychology vote in other divisions, but have advisory privileges in the Division of the Social Sciences.
2. The officers of the Division are a Chair and a Vice-Chair. The Chair and Vice-Chair are elected by the Faculty of the Division. The Chair must hold the rank of Full Professor and the Vice-Chair must be a tenured voting member of the General Faculty. Elections of the Chair and Vice-Chair are conducted by the Secretary of the Faculty. All persons listed by him/her as members of the Voting Faculty in departments and curricula of the Division of the Social Sciences are eligible to make nominations and vote. Every third spring, reckoning from the spring of 2000, the Chair of the Division will invite nominations for Chair and Vice-Chair of the Division and provide a list of those willing to serve to the Faculty Nominating Committee, which will draw nominations from this list, reserving the right to add others. Candidates for each office will be put on separate ballots and submitted to the Divisional Faculty. The Chair and Vice-Chair take office on July 1 next following. They may not be members of the same Department.
3. The Chair presides over meetings of the Divisional Faculty. He/she represents the Division on the Committee on Instructional Personnel and such other committees as the Faculty Council may designate, works with the Departmental Chairs of the Division of the Social Sciences in the interests of the Division, and makes available to members of the Divisional Faculty information about policies, programs, or circumstances affecting their interests. In the event of the death, resignation, retirement, or incapacity of the Chair of the Division, interim vacancies shall be filled by the Secretary of the Faculty according to the procedures outlined in Sec. 4-3(d) of the Faculty Code.
4. The Vice-Chair represents the Division on such committees as the Faculty Council may designate. He/she informs chairs about course changes submitted for approval within the Division, solicits comments and questions, makes corrections and revisions, and submits all changes to the Dean of Arts and Sciences with Divisional approval. In the event of the death, resignation, retirement, or incapacity of the Vice-Chair of the Division, interim vacancies shall be filled by the Secretary of the Faculty according to the procedures outlined in Sec. 4-3(d) of the Faculty Code.
5. The Chair is eligible for election to two, but no more than two, consecutive terms as Chair. The Vice-Chair is eligible for reelection to any number of terms as Vice-Chair.
6. The Chair of the Division appoints whatever committees are needed from time to time, distributing the appointments in such a way that the Departments share as equally as possible in the activities of the Division.
7. The Faculty of the Division meets on call of the Chair. The Chair draws up the agenda and announces the time, place, and agenda for such a meeting at least ten days in advance, unless exceptional circumstances call for convocation on short notice. Only matters announced in the agenda, or in a supplemental agenda distributed at least five days before the meeting, may be acted upon; others may be introduced for discussion with a view to action at a

later meeting. All members of the research and teaching staff of the Division who hold the rank of full-time instructor or above may attend and participate in these meetings, except that only voting members of the General Faculty may vote. Members of the Departments of Philosophy and Psychology may attend and participate without a vote. Meetings are governed by procedural rules of the General Faculty, and where these are silent, by Robert's Rules of Order current edition. Special meetings of the Divisional Faculty are called by the Chair of the Division, or by petition to the Dean of the College of Arts and Sciences signed by ten voting members of the Divisional Faculty.

8. Amendments to these By Laws are proposed by the Chair of the Division, who must give full consideration to any amendment recommended by five or more voting members of the Divisional Faculty. An amendment proposed by the Chair is acted on by the Divisional Faculty at regular or special meetings, provided, however, that the text of the proposed amendment has been communicated to the Divisional Faculty at least ten days in advance of such meeting. Once adopted by the Divisional Faculty, amendments become effective after consultation between the Chair of the Division and the Dean of the College of Arts and Sciences.

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