

**SOUTHERN UTAH UNIVERSITY**  
**COLLEGE OF HUMANITIES AND SOCIAL SCIENCES**  
**BYLAWS**  
**Approved 7 May 2012**

**I. General**

**A. Preamble**

The purpose of this document is to underscore the college's commitment to the principle of shared governance. Shared governance is key to the effective and smooth operation of each college at SUU. These bylaws are designed to allow faculty, staff, students, and administrators to participate in the academic life of the college. These bylaws, further, outline the structure and procedures by which that partnership occurs within the parameters of the SUU Policy and Procedures and the Utah Regents' Policies and Procedures.

The Dean is charged with managing the development of the college by supporting and calling forth the best effort of the faculty in their teaching, scholarly/creative activity, service, and collegiality. The Dean also represents and advocates for the college in a variety of venues. Deans and faculty members are mutually accountable and together strive for individual, programmatic, and college excellence.

Departments form the core organizing structure of the college, and much of the day-to-day business of the colleges takes place in those units. Department Chairs are responsible for managing their department's daily business. They also serve in the administration of the college through their participation in the Chair's Council, which advises the Dean on a variety of college-related academic matters.

Faculty Forums provide the college's General Faculty and the college's staff with an open forum within which academic affairs of the college can be collaboratively engaged and discussed. These Forums provide the Dean with regular consultation with faculty and staff to gain their advice and recommendations, and record their actions on voting matters.

**B. Shared Governance**

Shared governance includes a series of privileges, rights, and duties afforded to faculty in the administration and stewardship of the college, including making recommendations to appropriate levels of review and administration concerning:

1. New programs and courses, course changes, and instructional matters in on-going programs and courses.
2. Requirements for matriculation and degrees.
3. Faculty recruitment, retention, granting of tenure, promotion, sabbatical leave, emeritus status, and dismissal.
4. Selection of Department Chairs and Program Directors, as well as participation in the selection of a Dean.

5. The evaluation of faculty performance, including the development of policy and procedures for leave, rank, and tenure review.
6. The evaluation of administrators in the college (Academic Program Directors, Assistant/ Associate Chairs, Chairs, Assistant/Associate Deans, and the Dean).
7. The structure and operation of governance in the college.

## II. **Governance Structure**

### **1. Dean**

- a. Selection: Per SUU Policy 6.2 and 6.38.
- b. Term of Office: Deans serve at the pleasure of the SUU President, but reports directly to the Provost (Policy 6.2, E-1).
- c. Responsibilities: The Dean is responsible for managing the college and operating as its academic CEO per SUU Policy 6.2.
- d. Review and Evaluation: Per SUU Policy 6.2.
- e. Associate Deans: Assist with the management and development of the College.

### **2. Department Chairs**

- a. Selection, term, and review process is detailed in SUU Policy 6.2.

### **3. Chair's Council**

- a. Rights and Responsibilities:
  - i. Provide advice and counsel to the Dean on the academic affairs of the college, including matters of faculty interest and concern.
  - ii. Provide advice and counsel on other issues deemed appropriate by the Dean.
  - iii. Provide their faculty with appropriate information received and discussed in the Chair's Council.
  - iv. Suggest agenda items for College Forums.
- b. Membership
  - i. Department Chairs, Assistant/Associate Chairs, Program Directors, Center Directors, and Assistant/Associate Deans.
- c. Meetings
  - i. Meetings will be held regularly during each long semester, but no less than once per month. Extraordinary meetings may be called by the Dean or by the request of two or more of the Chair's Council members.

### **4. The General Faculty of the College**

- a. The General Faculty of the College is composed of both voting and non-voting members. Faculty have the privilege of participating in all aspects of personal, department, college, and university activities; they develop and communicate their intellectual skills through teaching and scholarship/creative activity; they provide valuable governance contributions through their service activities.
  - i. Voting members include full-time faculty. Voting members are those faculty members appointed in the College of Humanities and Social Sciences including:

1. Professors, Associate Professors, Assistant Professors (tenured or tenure track) with full-time appointments (including those faculty with workload reassignments).
  2. Visiting Professors, Visiting Associate Professors, and Visiting Assistant Professors, and Professionals-in-Residence with full-time appointments.
  3. Non-tenure Assistant Professors, Associate Professors, and Lecturers with full-time appointments.
- ii. Voting members also include professional staff with regular teaching assignments.
  - iii. Non-voting members
    1. Faculty (tenured or tenure track, non-tenure track, emeriti) with an appointment that is less than full time.
    2. The Dean, except in the case of a tie vote.

## **5. Faculty Forum**

Faculty forums provide the major convocations of the college's administration, faculty, and staff during the regular academic year. The purpose of faculty forums is to provide for discussion and counsel on the academic activities and plans for the college, the dissemination of information of important to members of the college, and voting on certain standing committee memberships.

- a. Rights and Responsibilities:
  - i. Provide advice and counsel to the Dean on the academic affairs of the college, including:
    1. General academic policies and welfare
    2. Student life and activities
    3. Honors and scholastic performances
    4. Approval of candidates for degrees
    5. Faculty rules of procedure
  - ii. Provide the Dean with advice and counsel on matters deemed appropriate by the Dean.
  - iii. Undertake actions, including, but not limited to, voting for members of standing committees in the college.
  - iv. Suggest agenda items for College Forums.
  - v. Hear reports from faculty and staff.
  - vi. Hear reports from the Dean concerning academic affairs, budgets, and other related matters.
- b. Membership
  - i. Voting Members
    1. Eligible members of the general faculty as outlined above in II.4.a.
  - ii. Non-voting Members
    1. Eligible members of the general faculty as outlined above in II.4.a
    2. Full and part-time staff.
- c. Meetings, Agenda, and Quorum

- i. The Dean or his/her designee shall conduct a regular meeting of the Faculty Forum once per long semester. Announcement of the meeting and request for agenda items shall be made to the General Faculty at least two weeks prior to the scheduled meeting; the Dean shall distribute the agenda at least three working days prior to the meeting. Additional meetings shall be called at the discretion of the Dean, or upon receipt by the Dean of a written request signed by at least ten voting members of the voting-eligible General Faculty from at least two departments; the request shall state an agenda item(s) for the meeting. The Dean shall call and hold a meeting within two weeks after receiving such a request. Presence of one half or more of the Forum voting membership shall constitute a quorum.
  - d. Voting Procedures
    - i. Voting in all college-level meetings shall be by in-person motion, in-person ballot, electronic ballot (e.g., email), or written or electronic absentee ballot. Proxy voting is not allowed.
    - ii. Any voting member of the General Faculty may call for the use of a ballot rather than a voice vote during any college-level meeting.
  - e. Rules of Order
    - i. All college-level meetings will be conducted using the latest edition of Robert's Rules of Order.
  - f. Minutes
    - i. Written minutes will be taken by the College Administrative Assistant and posted on-line within ten days of any given meeting.

## **6. Departmental Forums**

Department forums are held at the request of a given unit with the Dean or her/his designee concerning matters of relevance to that unit. These are convened as needed and per procedures outlined below.

- a. Rights and Responsibilities:
  - i. Provide advice and counsel to the Dean on the academic affairs of the department, including:
    - 1. General academic policies and welfare
    - 2. Student life and activities
    - 3. Honors and scholastic performances
    - 4. Faculty rules of procedure
  - ii. Provide the Dean with advice and counsel on matters deemed appropriate by the Dean.
  - iii. Suggest agenda items for Department Forums.
  - iv. Hear reports from faculty and staff
  - v. Hear reports from the Dean concerning academic affairs, budgets, and other related matters.
- b. Membership
  - i. Voting Members
    - 1. Eligible departmental members of the general faculty as outlined above in II.4.a.

2. Eligible departmental members who are professional staff with regular teaching assignments as outlined above in II.4.a.
- ii. Non-voting Members
  1. Eligible members of the general faculty as outlined above in II.4.a
  2. Full and part-time staff.
- c. Meetings, Agenda, and Quorum
  - i. The Dean or her/his designee shall conduct meetings on an ad hoc basis as needed. Meetings shall be called at the discretion of the Dean with two weeks advance notice—when possible—and an agenda, or upon receipt by the Dean of a written request signed by at 50% plus one voting members of the department’s voting-eligible General Faculty; the request shall state an agenda item(s) for the meeting. The Dean shall call and hold a meeting within two weeks after receiving such a request. Presence of one half or more of the Department voting membership shall constitute a quorum.
- d. Rules of Order
  - i. All department-level meetings will be conducted using the latest edition of Robert’s Rules of Order.
- e. Minutes
  - i. Written minutes will be taken by the College Administrative Assistant and posted on-line within ten days following any given meeting.

## **7. Student Advisory Council**

- a. Rights and Duties:
  - i. Provide advice and counsel to the Dean on the academic affairs of the college, including:
    1. General academic policies and welfare
    2. Student life and activities
    3. Activities and initiatives in the Student Senate
  - ii. Disseminate information on college activities and initiatives to relevant student constituencies.
- b. Membership
  - i. College student senator and one representative from each department.
- c. Meetings
  - i. Regular meetings during the long semesters; no less than biweekly.

## **III. College Standing Committees**

Unless otherwise stated by SUU Policy, the voting membership of the General Faculty of each Department in the College will elect members to standing committees for three-year terms. The Dean shall conduct elections in the first month of each academic year. Whenever possible, committee elections shall be conducted so that approximately half of the membership of each committee is renewed annually; to make possible such renewal, some committee members may be elected to initial one-

year terms when a new committee is formed. All tie votes will be resolved by run-off elections. Normally, no committee member shall serve more than two terms consecutively. Where appropriate, committees shall elect their own chairs. College standing committees are:

1. College Curriculum Committee: Per SUU Policy 6.8 and 6.8.2
2. College L,R,T Committee: Per SUU Policy 6.1
3. Academic Review Committee: Per USHE Policy R411
4. IRB Committee: Per SUU Policy 6.20

**IV. College Ad Hoc Committees**

The Dean may appoint or have elected ad hoc committees to promote, develop, or improve the operations of the College.

**V. Revision of College Bylaws**

Proposed changes and/or amendments to these bylaws shall appear on the agenda of a meeting of the Faculty Forum, shall receive a majority vote of the voting membership of the Forum present at the meeting, and shall be ratified by ballot, or voice of consensus when appropriate, by a majority of all voting members of the General Faculty. Changes to the bylaws are subject to administrative review and approval.