ARTICLE I. ORGANIZATION

1. Academic Structure

The college shall consist of one or more academic units.

A. Beginning in Academic Year 2012, the college will house four academic units: the Division of Applied Behavior Sciences; the Division of Legal, Ethical and Historical Studies; the Division of Science, Information Arts and Technologies; and the School of Communications Design.

B. Each academic unit shall have a chair. Each regular (tenured, tenure track, and non-tenure track serving at least half-time) faculty member shall be a member of at least one academic unit of the college. The dean, in consultation with the chairs of the affected units and the affected faculty member, may appoint a faculty member to more than one academic unit. Those faculty members with appointments in more than one unit must have one unit designated as the primary academic home. That primary unit shall be responsible for merit reviews, promotion reviews, and tenure review. The other academic unit or units shall be consulted by the primary academic home, and shall contribute in writing to the review of candidate(s) by the primary unit. The reports of each academic unit shall become part of the faculty record and shall be simultaneously submitted to the dean.

C. Changes to the academic structure of the college may be initiated by faculty or by the dean. All proposed changes to the academic structure of the college must be ratified by 67% of the members of the CAS Faculty Senate.

2. Duties of Chairs

The chair, in consultation with the dean and with the faculty of the unit, shall be responsible for seeing that the policies and procedures of the college and the academic unit are carried out appropriately. These policies and procedures include but are not limited to those related to curriculum, curriculum development, scheduling of classes, recruitment of students, space allocation, budget, faculty and staff reviews, faculty development, student advisement, and selection of full-time and part-time faculty. An academic unit’s chair shall hold regular meetings, at least one (1) each semester, with the faculty to discuss policies and procedures as well as other matters of concern to the unit and its faculty. The faculty shall be involved in the implementation of policies. Chairs of academic units shall receive reasonable compensation for their service. If the chair is required to work during a period not encompassed by a chair's faculty contract, reasonable compensation shall be provided.
3. **Election of Chairs and Terms of Office**

A. The faculty of each academic unit shall vote to elect a chair from its tenured faculty members to serve a three-year term. By the 15th of January of the academic year in which the vote is to be held, the Chair shall notify the faculty members of the Academic Unit in writing of the date, time, and place of the scheduled election.

B. The process for the election of chair of an Academic Unit is as follows:

   a. The Academic Unit will elect a Chair by simple majority vote of all regular faculty who have teaching and/or research appointments that equal at least 0.50 FTE. The vote shall be by secret ballot. The ballots should be counted during the meeting of the Academic Unit by a faculty member who is not a candidate for Chair, with the results confirmed by at least one other Academic Unit member. It is the responsibility of the current Academic Unit Chair to communicate the results of the election to the YGCAS Dean, in writing, within 7-calendar days.

   b. If the Chair-Elect of the Academic Unit is acceptable to the Dean, the Dean makes the appointment. The Dean will notify the Academic Unit of his/her decision, in writing, within 7-calendar days.

   c. Should the Dean not concur with the decision of the Academic Unit, members of that Academic Unit will select faculty members to prepare a written statement of the Academic Unit’s position to accompany their recommendation for submission to the Provost. The Dean will similarly prepare a written explanation of opposition to the Academic Unit’s selection. Both sets of recommendations will be submitted to the Provost within 30-calendar days of the Dean’s decision. The Provost’s decision is final. In no case should a Chair be appointed who is opposed by a majority of the faculty in the Academic Unit.

C. The term of office of the chair shall end on the last day of faculty contracts in the academic year of the election. The term of office of the chair-elect shall begin the next day. A chair may be elected to successive terms of office.

D. The faculty members of an academic unit may request the appointment of a new chair by petition to the dean, such petition requiring signatures of at least a majority of the faculty members of the academic unit. In such a case, the dean shall schedule and the dean or the dean's designee shall conduct a nomination meeting within fourteen (14) calendar days of receiving the petition.

E. If the office of chair falls vacant, the dean shall appoint an acting chair who shall schedule a nomination meeting within thirty (30) calendar days of the occurrence of the vacancy. The acting chair shall give at least fourteen (14) calendar days' written notice of the meeting to the faculty members of the unit. Only calendar days falling within the academic calendar shall be counted in the previously mentioned thirty (30) days. The
nomination meeting shall be conducted as if it were a regular nomination meeting excepting the requirement that such a regular nomination meeting is to be held in the month of February. The term of office shall end at the same time that it would have had a vacancy not occurred.

4. **Graduate Program Directors**

A. A faculty member may be the director of one or more graduate programs or graduate certificates. Each graduate program and certificate program must have a graduate program director to administer the graduate program or certificate and to act as its primary academic advisor. The graduate program director shall be appointed by the chair of the academic unit, after consultation with the dean and the appointee, to serve until his or her successor is chosen. The program director reports to the chair of the academic unit.

B. The graduate program director shall be responsible for the development of the program mission, assessment of its learning outcomes, and adherence to the learning goals, consistent with the mission and goals of the College and University. These responsibilities may include curriculum development; program and course assessment; scheduling of classes; recruitment, supervision, and evaluation of adjunct faculty; student admission, advising, and problem-solving; internship management; service as program representative on internal and external committees; and coordination/establishment of necessary operational policies.

C. Program directors will receive a letter of appointment specifying terms of service and compensation. Program director contracts run concurrent with faculty contracts unless otherwise specified. If a graduate program director is required to work during a period not encompassed by his or her faculty contract, reasonable compensation shall be provided. The dean will meet with the collective program directors at least once each year.

5. **Undergraduate Program Directors**

A. A faculty member may be the director of one or more undergraduate programs. Each undergraduate program must have an undergraduate program director to administer the undergraduate program and to act as its primary academic advisor. The undergraduate program director shall be appointed by the chair of the academic unit, after consultation with the dean and the appointee, to serve until his or her successor is chosen. The program director reports to the chair of the academic unit.

B. The undergraduate program director shall be responsible for the development of the program mission, assessment of its learning outcomes, and adherence to the learning goals, consistent with the mission and goals of the College and University. These responsibilities may include curriculum development; program and course assessment; scheduling of classes; recruitment, supervision, and evaluation of adjunct faculty; student advising and problem solving; service as a program representative on internal and external committees; and coordination of articulation agreements with the area community colleges.

Ratified. November 21, 2011
C. Program directors will receive a letter of appointment specifying terms of service and compensation. Program director contracts run concurrent with faculty contracts unless otherwise specified. If an undergraduate program director is required to work during a period not encompassed by his or her faculty contract, reasonable compensation shall be provided. The dean will meet with the collective program directors at least once each year.

6. **Executive Committees of Academic Units**

Each academic unit shall have an executive committee composed of the tenured faculty members of that unit holding the rank of associate or full professor. This committee shall undertake yearly progress-toward-tenure reviews of untenured faculty and will engage in any other matters of concern to the unit deemed necessary by the chair or by other committee members.

7. **College Executive Committee**

The college shall have an executive committee composed of the dean, the associate dean, the chairs of the academic units, the president of the college’s faculty senate, and such others as the dean may designate. This committee shall serve as an advisory body to the dean in matters of resource allocation, budget, program and curriculum development, and other matters relating to the administration and management of the college. The dean shall convene this committee at least once a semester.

8. **Curriculum Committees**

A. There shall be a graduate curriculum committee composed of one faculty member from each academic unit. At least half the members must be tenured faculty. The associate dean of the college shall be an *ex-officio* member representing the office of the dean. Members of the graduate curriculum committee will be elected by the college faculty senate. Each member will serve a 3-year term, and terms will be staggered so that only a minority of the membership may be new to the committee in any given year. Members may be elected for successive terms of office.

B. There shall be an undergraduate curriculum committee composed of one faculty member from each academic unit. At least half the members must be tenured faculty. The associate dean of the college shall be an *ex-officio* member representing the office of the dean. Members of the undergraduate curriculum committee will be elected by the college faculty senate. Each member will serve a 3-year term, and terms will be staggered so that only a minority of the membership may be new to the committee in any given year. Members may be elected for successive terms of office.

C. In consultation with each academic unit, the executive committee of the college faculty senate shall act as a nominating committee and will construct a slate of candidates to serve on the graduate and undergraduate curriculum committees consistent with the distribution of the membership specified in Article I, section 8, paragraphs A and B, above. The college faculty senate shall hold elections for vacant positions on the graduate
and undergraduate curriculum committees no later than the last Faculty Senate meeting of each academic year. All elections shall be by secret ballot of the Faculty Senate.

D. Before the end of the current academic year, the current chair of each curriculum committee shall convene a meeting of the members of the upcoming academic year’s curriculum committee to elect a chair.

E. Recall of committee members may be initiated by 10% of the college faculty senate and becomes effective upon a simple majority vote.

F. In the event of a committee vacancy, the college faculty senate or the executive committee of the college faculty senate shall nominate a replacement, and an election by the college faculty senate shall be conducted as soon after the vacancy occurs as is practical.

ARTICLE II. CURRICULUM

1. Curricular Procedures

A. All changes in curricula shall be submitted as proposals to the appropriate academic unit or initiated by the college for review and approval. After the academic unit has approved the change, the proposal shall be submitted to the appropriate curriculum committee by the chair of the academic unit or his or her designee, or by the college dean or his or her designee. Curricular changes shall be submitted in a standard format. Changes in curricula include, but are not limited to, new courses, tracks, concentrations, programs, minors, or majors; and major changes in titles or scope of existing courses, tracks, concentrations, programs, minors, or majors, including the suspension or discontinuance of existing courses, tracks, concentrations, programs, minors, or majors.

B. A proposed change shall be placed on a curriculum committee’s agenda when submitted by a chair or his or her designee to the appropriate curriculum committee chair at least two weeks in advance of a scheduled meeting. All proposals submitted to a curriculum committee shall also be disseminated to the college faculty and to the dean at that time.

C. Following consideration by the appropriate curriculum committee, the chair of the committee shall give notice in writing within seven (7) calendar days of the curriculum committee’s action to the chair of the proposing academic unit, to the faculty of the college, and to the dean that the proposal is accepted or is not accepted as written. If a proposal is not accepted or is accepted with reservations, reasons for those decisions shall be provided in writing to the chair of the proposing academic unit. Revised proposals may be resubmitted to the committee for discussion or voting. Minutes of all curriculum committee meetings shall be forwarded to the college dean and the faculty within seven (7) calendar days.

D. In the case of curriculum changes involving new programs or major changes in existing programs, decisions of the curriculum committee shall be forwarded to the college faculty senate for approval. If approved, such proposals will then be submitted to the

Ratified. November 21, 2011
dean. If the dean approves the proposal, he/she will inform the college faculty senate and will forward the proposal to the provost for submission to the appropriate university faculty senate body.

E. In the case of curriculum changes concerning or affecting the general education program of the university, decisions of the curriculum committee shall be forwarded by the dean to the provost or the provost's designee for submission to the general education council of the university faculty senate.

F. All curricula approvals, rejections, revisions, and recommendations shall be submitted to the dean for review and final college level approval. After the dean has made a decision about a curriculum change, the dean shall give notice in writing to the chair of the appropriate curriculum committee that the proposal is accepted or is not accepted as written. Disposition of curriculum decisions shall be made within fourteen (14) calendar days. Unless a curricular decision is required to be approved by another university body, the decision of the dean shall be final.

ARTICLE III. PERSONNEL, PROMOTION, AND TENURE

The college shall follow the personnel, promotion, and tenure policies and procedures that were in effect in the former College of Liberal Arts at the time of the creation of the College of Arts and Sciences until such time as the revisions to the former CLA document consistent with the mission, goals and objectives of the reconstituted Yale Gordon College of Arts and Sciences are completed and approved,

ARTICLE IV. JOINT COMMITTEES

1. Establishment of Joint Committees

The dean and the college faculty senate may establish joint committees.

2. Dissolution of Joint Committees

Joint committees may be dissolved only by deliberate act of the college faculty senate in consultation with the dean. Any proposal to dissolve a joint committee by the dean or any senate member shall be transmitted to the president of the college faculty senate to be placed on the agenda for discussion. Following discussion, the senate may approve the proposal to abolish a joint committee by a majority of those present and voting, a quorum being present.

3. Joint Committee Reports

Joint committees shall report to the college faculty senate and to the office of the dean. The senate shall then, upon consideration of the report, with or without amendment, forward the report or the report with amendments to the dean with or without a recommendation. A recommendation shall be to adopt the report, or to adopt the report as

Ratified. November 21, 2011
amended, or not to adopt the report.

ARTICLE V. COMMITTEES OF THE DEAN

When the dean forms a committee, the dean shall inform the president of the college faculty senate of the committee, the committee charge, and the committee membership.

ARTICLE VI. COMMITTEES OF THE SENATE

The college faculty senate may appoint either standing committees or select committees to make recommendations to the dean, the provost, the university faculty senate, or other bodies as appropriate. When the college faculty senate forms a committee, the president of the college faculty senate shall inform the dean of the committee, the committee charge, and the committee membership.

ARTICLE VII. AMENDMENTS

1. Proposal by the college faculty senate

The college faculty senate may propose amendments to these college shared governance policies and procedures by a majority vote of the members present and voting, a quorum being present. The senate president shall send such proposals to the dean who shall, within twenty-eight (28) calendar days of receipt thereof, notify the senate president and senate secretary in writing of his or her approval or disapproval of the proposal.

2. Proposal by the dean

The dean may propose amendments to these college shared governance policies and procedures. The proposal must appear on the college faculty senate agenda and requires a majority vote of the members present and voting, a quorum being present.

3. Lack of a Quorum

In the event a proposed amendment to these college shared governance policies and procedures appears on the agenda of a faculty senate meeting but cannot be acted on at that meeting due to the lack of a quorum, the members present may, by a majority vote of the members present and voting, instruct the secretary of the senate to issue a call for a notational, e-mail ballot on the amendment. Upon receipt of affirmative votes from a simple majority of the faculty members of the senate eligible to vote, the amendment shall be considered approved by the senate. The secretary of the senate shall notify the dean and senate president in writing when sufficient affirmative votes have been received. The notational ballot voting period shall be announced with the call for a vote and in no case will include fewer than seven (7) calendar days. If the proposal was made in accordance with Article VII, section 1, above, the dean shall, within twenty-eight (28) calendar days of receipt thereof, notify the senate president and senate secretary in writing of his or her approval or disapproval of the proposal.
ARTICLE VIII. RATIFICATION

These guidelines shall be ratified when approved by two-thirds (2/3) of the members of the senate present and voting, a quorum being present, and the dean of the college.