

**BY-LAWS AND OPERATIONAL PROCEDURES  
COLLEGE OF HUMANITIES**

*(Revised September 2006)*

- I. The regular faculty of the several departments and interdisciplinary programs of the College of Humanities constitute the electorate of the college, which meets for the purpose of review and recommendation concerning the policies and practices of the college that are within its jurisdiction.
  
- II. The faculty of the College of Humanities shall meet upon call of the dean of the college or petition of ten members of the faculty. The dean of the college will preside at meetings of the faculty.
  - a. Notice of regular meetings should be given at least five working days in advance and such notice shall be accompanied by an agenda. Call for agenda items shall precede each meeting.
  - b. Quorum for any meeting of the college shall be 25% of the faculty who are in residence at the time of the meeting.
  - c. Notice of meetings called by petition or by the dean should be given at least three working days in advance and such notice will be accompanied by an agenda.
  - d. New business may be introduced at meetings but may not be voted on without unanimous consent.
  - e. Meetings shall be conducted in accordance with Roberts' Rules of Order.
  
- III. The College of Humanities shall have three standing committees:
  - a. The College Personnel Committee, as determined by University policy, consisting of five members, elected by the faculty of the college as a whole, with not more than two members from one department. To provide for overlapping terms of service, for the academic year 1974-75, two members shall be elected for two-year terms of office, and three members shall be elected for one-year terms of office. Thereafter, members shall be elected, whenever vacancies occur, for two-year terms of office.
  - b. An Administrative Council, consisting of the several department chairs and, when appropriate, coordinators of the various academic programs administered by the College.
  - c. An Academic Council, consisting of the dean and associate dean as ex officio non-voting members, the department chairs as ex officio voting members, program coordinators as ex-officio voting members, and faculty representatives who shall be voting members elected from each department

on the basis of one representative for each fifteen regular full-time faculty members or major portion thereof, except that each department shall have at least one elected faculty representative. Each department will nominate and elect its own faculty representatives.

- i. The chief functions of the Academic Council of the College of Humanities will be to serve as the college curriculum committee, review policies for resource allocations, and advise the dean regarding other matters upon its own initiative or upon the request of the dean.
  - ii. The Academic Council shall annually elect a chair who shall preside at the council meetings. The associate dean will serve as executive secretary of the Academic Council.
  - iii. The Academic Council will serve as the nominating committee for all elections of faculty from the college. Additional nominations by petitions of ten regular faculty may be made during the week following publication of the committee's slate. The chair of the Academic Council shall supervise the counting of ballots in all college elections.
- IV. Minutes of the Academic Council and the Administrative Council meetings shall be maintained and circulated to all regular members of the faculty of the college.
- V. (adopted 4/24/06) Changes and additions to these regulations may be effected by a majority vote of a quorum (50% + 1) of the electorate.
- VI. (adopted 10/19/73) Elections for the College Personnel Committee shall be conducted by a vote of the faculty. One must cast no more votes than there are openings on the committee.

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