

CONSTITUTION
COLLEGE OF LIBERAL ARTS AND EDUCATION
SHARED GOVERNANCE STRUCTURE
[5/2/2013]

PREAMBLE

The College of Liberal Arts and Education (CLAE) Faculty Assembly and committee structure is intended to provide a sustainable, effective, and efficient vehicle for the faculty and administration to work together to fulfill the College's mission and goals.

The CLAE Shared Governance Structure shall operate according to the following Underlying Principles:

Commitment to Centrality of the Liberal Arts at UDM. CLAE Shared Governance will operate with a commitment to excellence and innovation in teaching, learning, and scholarship which embraces a dedication to the Liberal Arts as central to UDM's mission and goals.

Equitable and Inclusive Representation. Given that the primary function of CLAE Shared Governance focuses on the sharing of governance with and among faculty and administrators, CLAE Shared Governance committees and bodies will consist primarily of elected representatives from across the CLAE faculty and disciplines, and will include appropriate administrative representatives. Moreover, as they have an important role to play in governance, staff, students, alumni and others will also be included where appropriate.

Deference to Disciplinary Expertise. CLAE Shared Governance will recognize and draw upon the wealth and diversity of expertise which exists in the CLAE community particularly with regard to curriculum standards and promotion and tenure standards.

Assessment and Accountability. The institution of Shared Governance within CLAE shall be accompanied by clearly defined mechanisms for assessment and accountability. In connection with this, processes must be established which will allow the CLAE community to comment upon the functioning of Shared Governance—its strengths and its weaknesses.

Recognition of What Is Working. The development of Shared Governance within CLAE will identify and recognize which existing committees, bodies, policies, and procedures are working

well in CLAE and will aspire to use and build upon these. It will *not* instigate change for the sake of change.

Responsible and Reasonable Workloads. Shared Governance must be embraced as both a right and a responsibility. This will require the active participation of many members of the CLAE community who are willing to serve on committees and take on the work that effective Shared Governance requires. At the same time, Shared Governance will operate in a manner to ensure that workloads and expectations are reasonable and manageable.

Communication, Transparency, Efficiency. Information regarding Shared Governance processes, issues, proposals, and decisions will be communicated clearly and consistently to the CLAE community and an efficient tracking and record-keeping system must be created and maintained. Clear and efficient timelines will be set and followed.

Alignment. CLAE Shared Governance will align with UDM Shared Governance, its principles, and its procedures in order to ensure clarity, consistency, and efficiency.

CLAE Faculty Assembly and Committee Charters

Charters for the following form the core of the CLAE Shared Governance structure:

- 1) the CLAE Faculty Assembly and Executive Committee
- 2) the Grants & Funds Committee
- 3) the Faculty Development Committee
- 4) the Tenure & Promotion Committee
- 5) the Curriculum & Standards Committee
- 6) the Grade Grievance Committee

Committees 1-4 are faculty Committees. Committees 5-6 are joint faculty-administration Committees.

The charters which follow outline committee responsibilities, membership composition and election, meeting regularity, and requirements for archiving meeting minutes to ensure consistency and institutional memory. In the interest of protecting faculty from being stretched too thinly by an overabundance of committee responsibilities, the membership in each committee has been limited to the minimum deemed necessary to ensure effectiveness.

COMMITTEE CHARTER

College of Liberal Arts and Education Faculty Assembly

ARTICLE 1: NAME

- 1.1 The name of this body shall be the College of Liberal Arts and Education Faculty Assembly (also known as the CLAE Faculty Assembly or Assembly).

ARTICLE 2: PURPOSE

- 2.1 The CLAE Faculty Assembly is established in the spirit of shared governance in the College of Liberal Arts and Education at the University of Detroit Mercy. It is committed to the advancement of quality education in the College, the implementation of responsive and responsible academic policy and to serving the educational needs of the College. To this end, the Assembly embraces the mission of the University of Detroit Mercy and the vision of the College of Liberal Arts and Education.
- 2.2 The Assembly is the collective voice of CLAE faculty in all matters of academic policy extending beyond the individual academic unit. The Assembly exists to provide the faculty with a share in the decision-making processes of the College.

ARTICLE 3: RESPONSIBILITIES

- 3.1 The CLAE Faculty Assembly shall serve as the representative body of the CLAE faculty.
- 3.2 In compliance with the current Collective Bargaining Agreement and the “Final Proposal of the Shared Governance Task Force” (approved January 1/07), the Assembly shall exercise its collective authority through its own deliberations and those of its committees for academic matters in which faculty have primary responsibility, including such fundamental areas as curriculum, subject matter, methods of instruction, research, faculty status, promotion and tenure standards, academic freedom, and academic/program standards.

- 3.3 The Assembly shall have the authority to make recommendations to the Dean of the College of Liberal Arts and Education regarding academic issues of concern to the College faculty as a whole, as described in Article 3.2 above. If a decision other than the one recommended is taken, the Dean shall make herself/himself available to the Executive Committee of the Assembly to discuss any disagreements prior to implementation.
- 3.4 The Assembly shall have the following ongoing responsibilities:
- a. Hold elections to the Executive Committee and the other committees listed in Article 7.1 of this Charter. Elections to Committees shall be completed at the first regularly scheduled meeting of the Assembly during the Academic Year.
 - b. Receive reports from faculty representatives to all College committees.
 - c. Address issues of interest and/or concern to the college faculty as a whole.

ARTICLE 4: MEMBERSHIP

- 4.1 All currently-employed full-time faculty members housed in CLAE shall be members of the CLAE Faculty Assembly. Adjunct faculty may attend as non-voting members of the Assembly. Administrators, including the Dean, Associate and Assistant Deans and other administrative employees shall not be eligible for membership in the Assembly.

ARTICLE 5: OFFICERS OF THE ASSEMBLY

- 5.1 Each year, the Assembly shall elect from among its members, a President, Vice-President/Parliamentarian, and a Secretary/Communications Coordinator with up to two additional members-at-large. These elected officers shall constitute the Executive Committee of the Assembly with the following duties and responsibilities:
- a. It shall prepare the agenda for all meetings of the Assembly.
 - b. It shall receive communications addressed to the Assembly, including recommendations from the Curriculum & Standards Committee, the Grants & Funds Committee, the Faculty Development Committee, and the Tenure & Promotion Committee--with the exception of recommendations and issues regarding tenure and promotion candidates.

- c. It shall determine which matters do and do not require a vote of the Assembly as described in Article 7.3 below.
 - d. For matters which it determines do not require a vote of the Assembly, it shall communicate its recommendations on those matters to the Dean and to the Assembly as described in Article 7.3(b) below.
 - e. It shall maintain regular liaison with the Deans and other administrators and staff regarding matters relevant to the Assembly.
 - f. It shall be authorized to call for special meetings of the CLAE Faculty Assembly.
 - g. It shall maintain and publicize minutes of all meetings to members of the Assembly.
- 5.2 Officers shall be elected by the Assembly from among its own members at the first regularly scheduled meeting of each academic year. The terms of the outgoing officers shall expire upon the election of the new officers.
- 5.3 Elections shall be conducted by secret ballot. Assuming a quorum, a simple majority of the members present and voting shall be required for election.
- 5.4 An officer may be recalled by a 2/3^{rds} majority vote of the Assembly membership present and voting at a regular or special meeting of the Assembly.
- 5.5 A vacancy in an officer's position, for any reason, shall be filled at the earliest opportunity, in a manner consistent with these bylaws that allows for the full participation of all Assembly members.

ARTICLE 6: MEETINGS

- 6.1 Regular and special meetings of the CLAE Faculty Assembly shall be called and announced to the membership by the President. For all meetings, a quorum shall be a simple majority of the voting members of the Committee.
- 6.2 A minimum of one regularly scheduled Assembly meeting shall be held during each semester of the Academic Year (August 16 – May 15).
- 6.3 Special meetings can be called at any time by the Executive Committee or by petition of no less than 15 members of the Assembly. Any such petition shall be delivered to the

Executive Committee, which shall act upon it at the earliest opportunity. The agenda for a special meeting shall clearly state the specific purpose for which the meeting is called.

- 6.4 The Assembly shall establish and maintain reasonable procedures whereby members and non-members may be heard by the assembly. At any regular or special meeting, the presiding officer may grant full floor privileges, but not voting power, to a non-member for the duration of a discussion of a specific agenda item.
- 6.5 Minutes of all Committee meetings shall be maintained and circulated among members. The President shall be responsible for forwarding all approved minutes to the Dean, and to the Secretary/Communications Coordinator who will be responsible for the archiving of minutes of all Committee meetings.
- 6.6 The rules contained in the most recent edition of *Roberts' Rules of Order* shall govern the procedures of the Assembly at all its meetings.
- 6.7 A quorum of a simple majority of the membership of the College Assembly shall be required to take action on any matter brought before the Assembly at a meeting.

ARTICLE 7: COMMITTEES

- 7.1 The Assembly shall organize itself into the following categories of committees
 - a. Faculty Committees: Grants & Funds Committee; Faculty Development Committee; Tenure & Promotion Committee. The duties and responsibilities of each Faculty Committee shall be as outlined in the Charters of those committees.
 - b. Faculty-Administration Committees: Curriculum & Standards Committee; Grade Grievance Committee. The duties and responsibilities of each Faculty-Administration Committee shall be as outlined the Charters of those committees.
- 7.2 All committees shall adhere to the following general duties and functions:
 - a. Committees shall operate according to the charters established for each committee.
 - b. Each committee shall maintain regular ongoing communication where necessary and appropriate with the Executive Committee of the Assembly, and with the College Dean, Associate Dean, and Assistant Dean.

- c. Each committee shall present a report of its activities from the previous year to the Assembly at the first regularly scheduled Assembly meeting of the academic year.
- d. The Executive Committee shall bear the final responsibility for organizing the Assembly into committees. Elections to committees shall be completed at the first regularly scheduled meeting of the Assembly during the academic year.
- e. The governing criterion for committee assignments shall be the effective functioning of committees and the Assembly. It shall take into account individual experience and preferences, and it shall adhere to the various provisions elsewhere in this document and the Charters for all committees.

7.3 Procedures for Recommendations from Curriculum & Standards Committee; Grants & Funds Committee; Faculty Development Committee.

- a. These Committees shall have the authority to make recommendations on matters before them to the Executive Committee of the Assembly. Upon receipt of a recommendation from one of these committees, the Executive Committee shall determine if the recommendation requires the vote of the entire CLAE Faculty Assembly. A recommendation requiring the vote of the entire CLAE Faculty Assembly is expected to be an exception rather than a rule.
- b. If the Executive Committee determines that the recommendation of a committee does not require the vote of the Assembly, it shall review the recommendation in a timely manner following the process and timelines below:
 - 1. The Executive Committee shall petition the Dean of the need to meet to discuss a recommendation within two calendar weeks of its receipt by the Executive Committee.
 - 2. The Executive Committee shall have the opportunity to present and discuss its concerns regarding committee recommendations to the Dean at the meeting identified above. Such a meeting may include members of the committee under question and/or the CLAE Associate Dean.
 - 3. The Dean shall render a decision regarding the recommendation within two calendar weeks of the meeting with the Executive Committee. If a decision

other than the one recommended is taken by the Dean, the Dean shall make herself/himself available to the Executive Committee of the Assembly to discuss any disagreements prior to implementation.

4. While maintaining any necessary confidentiality, the Executive Committee shall inform the CLAE Faculty Assembly of the committee's recommendation and Dean's decision as soon as is possible after completing the above procedures.
- c. If the Executive Committee determines that the recommendation of a committee does require the review and vote of the Assembly, the recommendation shall be reviewed and voted upon in a timely manner following the process and timelines below:
1. The Executive Committee shall disseminate the committee's recommendation via e-mail to the Assembly within one week of its receipt by the Executive Committee.
 2. Once the committee's recommendation has been disseminated to the Assembly, Assembly members will have two weeks in which to respond. The Executive Committee will also determine within this two week period if a special meeting of the Assembly should be called in order to discuss and vote on the recommendation. If a meeting is not called, an electronic vote on the recommendation will be conducted.
 3. Once the Assembly has voted, the Executive Committee and Dean shall follow 7.3(b) above, including careful consideration of the final vote and opinions of the Assembly regarding the recommendation.

7.4 Procedures for Recommendations from Grade Grievance Committee.

- a. This Committee shall have the authority to make recommendations on matters before them.
- b. As per the current CLAE Academic Grievance Policy (Step 6 of the Grade Grievance Procedure) the Committee will prepare a written recommendation, which shall be regarded as the final resolution of the matter within the college.

This recommendation will be communicated by letter to the Dean, the student and the faculty member within fifteen (15) days of the conclusion of the committee's hearing(s). The communication to the student will be by certified letter.

7.5 Procedures for Recommendations from Tenure & Promotion Committee

- a. This Committee shall have the authority to make recommendations on matters before them to the Dean of the College.
- b. Excepting tenure and promotion recommendations, the Committee shall petition the Dean of the need to meet to discuss a recommendation within a reasonable amount of time.
- c. Excepting tenure and promotion recommendations, the Committee shall have the opportunity to present and discuss its concerns regarding committee recommendations to the Dean at the meeting identified above.
- d. Excepting tenure and promotion recommendations, the Dean shall render a decision regarding the recommendation within a reasonable amount of time.

7.6 The Assembly shall have the authority to create new faculty committees or dissolve committees, or to replace the membership of existing faculty committees, when necessary. Any such actions shall be done in a manner consistent with other articles in this document and the charters for all faculty committees. Such actions shall be discussed and implemented with the mutual agreement of the Dean and the Assembly. All such actions shall require a 2/3rd majority vote of the Assembly membership.

7.7 The Assembly shall have the authority to create Special or Ad Hoc Committees to address ongoing short-term issues and concerns raised by deliberations of the Assembly, or to enhance the effectiveness of the Assembly. These Committees shall report directly to the Executive Committee and the CLAE Faculty Assembly regarding their deliberations. The membership, duties, responsibilities, and timelines of each Special or Ad Hoc Committee shall be outlined by the Assembly at the time of the creation of the committee. After fulfilling the purpose for which it was created, and presenting a report to the Assembly, each such committee shall be discharged by a simple majority vote of the Assembly.

ARTICLE 8: CHANGES TO CHARTERS

- 8.1 A proposed amendment to this charter or the charter of any committees listed in Article 7 may be introduced by any member of the Assembly. Amendments shall be presented in writing, and shall be submitted to the President of the Assembly.
- 8.2 Amendments to this or any committee charter shall be processed according to the following procedure:
 - a. The Executive Committee shall study the impact of the proposed amendment in order to suggest appropriate measures to the Assembly. The Executive Committee shall discuss issues surrounding the amendments-with the Dean of the College prior to presenting the amendment before the Assembly.
 - b. The Executive Committee shall, via appropriate means, introduce the amendment to the Faculty Assembly. There shall be at least four weeks between the introduction of an amendment to the Assembly by the Executive Committee and a vote on the amendment.
 - c. A debate and subsequent vote on a proposed amendment shall be held at the next regularly scheduled Assembly meeting. The proposed amendment shall be adopted by the Assembly by a 2/3rds majority vote of the membership of the Assembly.
 - d. The Executive Committee shall then forward the amendment language, including details of the charter that is to be amended, as a recommendation to the Dean of the College.

COMMITTEE CHARTER

College of Liberal Arts and Education Grants & Funds Committee

ARTICLE I: NAME

- 1.1 The name of this committee shall be the College of Liberal Arts and Education Grants & Funds Committee (also known as the Grants & Funds Committee or Committee).

ARTICLE 2: PURPOSE

- 2.1 The Grants & Funds Committee shall address the issue of college-wide disbursement of dollars for grants and other funds for research, teaching, and service, subject to the availability of financial resources. The Committee shall adhere to the criteria established by each fund and establish additional criteria where needed; establish the process for such disbursement; solicit proposals; evaluate the merit of proposals; and make funding recommendations to the CLAE Dean.
- 2.2 The Grants & Funds Committee shall serve as the representative body of the CLAE faculty on issues listed in Article 2.1 of this charter which extend beyond the individual academic unit. The Grants & Funds Committee replaces the CLAE 11.6 Committee.

ARTICLE 3: RESPONSIBILITIES

- 3.1 The Committee shall exercise its authority on relevant issues listed in Article 2 of this charter through its own deliberations and through discussions-with appropriate faculty, staff, and administrators.
- 3.2 The Committee shall make recommendations on matters before the Committee to the Executive Committee of the CLAE Faculty Assembly as described in Article 7.3 of the Assembly Charter.
- 3.3 In accordance with Article 2.1 of this charter the Committee shall have the following responsibilities:
 - a. Review and modify established criteria as possible and needed.

- b. Evaluate and rank proposals in accordance with the established criteria through its own deliberative process.
 - c. Keep confidential the deliberations of the Committee.
- 3.4 Specific and ongoing duties consistent with the responsibilities in Article 3 of this charter may be assigned to the Committee by the Dean and/or the CLAE Faculty Assembly Executive Committee. The Dean and Executive Committee shall agree on such assignments prior to submission to the Committee.

ARTICLE 4: RESPONSIBILITIES OF OFFICE OF THE DEAN

- 4.1 The Office of the Dean shall have the following responsibilities:
- a. Notify the Committee when funds are available for disbursement.
 - b. Assist in distributing the Request for Proposals to all eligible faculty members.
 - c. Collect completed proposals and make available to Committee members for evaluation.
 - d. Distribute award letters to awardees.

ARTICLE 5: MEMBERSHIP

- 5.1 All currently-employed full-time faculty members housed in CLAE shall be eligible to serve on the CLAE Grants & Funds Committee.
- 5.2 The Committee shall have five members: two faculty members from Humanities departments elected by the CLAE Faculty Assembly from among its members; two faculty members from Social Sciences departments elected by the CLAE Faculty Assembly from among its members; one member appointed by the Dean. No Department shall have more than one representative to the Committee.

For the purposes of readily identifying departments deemed to be Humanities or Social Sciences, the following categorization will be used: Humanities departments are Communication Studies; English; History; Performing Arts; Philosophy; and Religious Studies. Social Sciences departments are Computer & Information Systems; Counseling & Addiction Studies; Criminal Justice; Economics; Education; Political Science; Psychology; and Sociology & Social Work.

- 5.3 Committee members shall serve for a term of 2 consecutive years, from the day they are elected or appointed.
- 5.4 Terms of Committee members should be staggered so no more than two members of the Committee are replaced with each election.
- 5.5 A vacancy in a Committee position, for any reason, shall be filled at the earliest opportunity, in a manner that preserves the makeup of the Committee detailed in Article 5.2.

ARTICLE 6: MEETINGS

- 6.1 For all meetings, a quorum shall be a simple majority of the voting members of the Committee.
- 6.2 The Committee shall set times, frequency, and manner of its meetings so as to meet its responsibilities in a timely manner.
- 6.3 The Committee shall elect a Chair annually from among its members. The Chair shall be responsible for calling meetings and for preparing and distributing agendas, minutes, and supporting materials. The Chair shall also be responsible for communicating Committee recommendations to the Executive Committee of the CLAE Faculty Assembly as detailed in Article 7.3 of the Assembly Charter
- 6.4 Committee decisions shall ordinarily be by consensus. In the event that this is not possible, then a simple majority of the members voting shall be sufficient for a Committee decision. The dissenting member(s) may file a minority report and/or recommendation which shall be included with the majority report.
- 6.5 Minutes of all Committee meetings shall be maintained and circulated among members. The Chair of the Committee shall be responsible for forwarding all approved minutes to the Dean, the Executive Committee of the Faculty Assembly, and to the appropriate person for archival purposes.
- 6.6 The rules contained in the most recent edition of *Robert's Rules of Order* shall govern the procedures of the Committee at all its meetings.

ARTICLE 7: CHANGES TO CHARTER

- 7.1 Proposed amendments to the charter of this committee shall follow the process outlined in Article 8 of the CLAE Faculty Assembly Charter.

COMMITTEE CHARTER

College of Liberal Arts and Education Faculty Development Committee

ARTICLE 1: NAME

- 1.1 The name of this committee shall be the College of Liberal Arts and Education Faculty Development Committee (also known as the CLAE Faculty Development Committee or Committee.)

ARTICLE 2: PURPOSE

- 2.1 The CLAE Faculty Development Committee shall focus its work on the professional development of the CLAE faculty's teaching, research, and service. The Committee will facilitate the University's mission and vision to strengthen UDM as a center of academic, research, and service excellence.
- 2.2 The CLAE Faculty Development Committee shall serve as the representative body of the CLAE faculty on issues listed in Article 2.1 of this charter which extend beyond the individual academic unit.

ARTICLE 3: RESPONSIBILITIES

- 3.1 The Committee shall exercise its authority on issues listed in Article 2 of this charter through its own deliberations and through discussions with faculty, staff, and administrators in the College.
- 3.2 The Committee shall make recommendations on matters before the Committee to the Executive Committee of the CLAE Faculty Assembly as described in Article 7.3 of the Assembly Charter.
- 3.3 In accordance with Article 2 of this charter, the Committee shall have the following ongoing responsibilities:

- a. Develop and offer activities for faculty development in teaching, research, and service, such as faculty colloquia and retreats.
 - b. Provide faculty members with formal and informal guidance through the tenure and promotion processes, such as workshops and individual mentoring.
 - c. Provide new faculty orientation
 - d. Collaborate with the Dean's office for provision of an adjunct faculty orientation.
 - e. Serve as liaison with the University Faculty Development Committee
- 3.4 Specific and ongoing committee duties consistent with the responsibilities in Article 3 may be assigned to the Committee by the Dean and/or the CLAE Faculty Assembly Executive Committee. The Dean and the Executive Committee shall agree on such assignments prior to submission to the Committee.

ARTICLE 4: MEMBERSHIP

- 4.1 All currently-employed full-time faculty members housed in CLAE shall be eligible to serve on the CLAE Faculty Development Committee.
- 4.2 The Committee shall have five members: two faculty members from Humanities departments elected by the CLAE Faculty Assembly from among its members; two faculty members from Social Sciences departments elected by the CLAE Faculty Assembly from among its members; and one member appointed by the Dean.

For the purposes of readily identifying departments deemed to be Humanities or Social Sciences, the following categorization will be used: Humanities departments are Communication Studies; English, History; Performing Arts; Philosophy; and Religious Studies. Social Sciences departments are Computer & Information Systems; Counseling & Addiction Studies; Criminal Justice; Economics; Education; Political Science; Psychology; and Sociology & Social Work.

- 4.3 Committee members shall serve for a term of 2 consecutive years, from the day they are elected or appointed.
- 4.4 Terms of Committee members should be staggered so that no more than two members of the Committee are replaced with each election.
- 4.5 A vacancy in a Committee position, for any reason, shall be filled at the earliest opportunity, in a manner that preserves the makeup of the Committee detailed in Article 4.2.

ARTICLE 5: MEETINGS

- 5.1 For all meetings, a quorum shall be a simple majority of the voting members of the Committee.
- 5.2 A minimum of two regularly scheduled Committee meetings shall be held during each semester of the academic year (August 16-May 15). However, it is expected that the Committee shall set the times and frequency of its meetings so as to meet its responsibilities in a timely manner.
- 5.3 The Committee shall elect a Chair annually from among its members. The Chair shall be responsible for calling meetings and for preparing and distributing agendas, minutes, and supporting materials. The Chair shall also be responsible for communicating Committee recommendations to the Executive Committee of the CLAE Faculty Assembly as detailed in Article 7.3 of the Assembly Charter.
- 5.4 Committee decisions shall ordinarily be by consensus. In the event that this is not possible, then a simple majority of the members voting shall be sufficient for a Committee decision. The dissenting member(s) may file a minority report and/or recommendation which shall be included with the majority report.
- 5.5 Minutes of all Committee meetings shall be maintained and circulated among members. The Chair of the Committee shall be responsible for forwarding all approved minutes to the Dean, the Executive Committee of the CLAE Faculty Assembly, and to the appropriate person for archival purposes.

- 5.6 The rules contained in the most recent edition of *Robert's Rules of Order* shall govern the procedures of the Committee at all its meetings.

ARTICLE 6: CHANGES TO CHARTER

- 6.1 Proposed amendments to the charter of this committee shall follow the process outlined in Article 8 of the CLAE Faculty Assembly Charter.

COMMITTEE CHARTER

College of Liberal Arts and Education Tenure & Promotion Committee

ARTICLE 1: NAME

- 1.1 The name of this committee shall be the College of Liberal Arts and Education Tenure and Promotion Committee (also known as the CLAE T & P Committee or Committee).

ARTICLE 2: PURPOSE

- 2.1 As stipulated in the Collective Bargaining Agreement (CBA) between the University of Detroit Mercy (UDM) and the University of Detroit Mercy Professors' Union (UDMPU), The CLAE Tenure & Promotion Committee is a required level of review for faculty applications for tenure and promotion in rank. As representative of the College of Liberal Arts and Education, the Committee's main purpose is to review and provide recommendations on tenure and promotion applications and related issues.
- 2.2 The CLAE Tenure & Promotion Committee shall serve as the representative body of CLAE faculty on issues listed in Article 2.1 of this charter which extend beyond the individual academic unit. The CLAE Tenure & Promotion Committee replaces the current CLAE Tenure & Promotion Committee.

ARTICLE 3: RESPONSIBILITIES

- 3.1 In accordance with Article 2.1 of this charter, the Committee shall exercise its authority on relevant issues through its own deliberations and through discussions with appropriate faculty, staff, and administrators, while maintaining the confidentiality of tenure and promotion applications. The Committee will fulfill its responsibilities in full compliance with the current CBA between UDM and UDMPU.

- 3.2 The Committee shall make recommendations on matters before the Committee to the Dean of the College. With the exception of issues related to tenure and promotion recommendations, the Committee shall also simultaneously inform the College Faculty Assembly Executive Committee of any recommendations it submits to the Dean. Committee recommendations, excepting those related to tenure and promotion recommendations, shall be subject to review by the College Faculty Assembly according to the process and timeline outlined in Article 7.5 (b) of the Faculty Assembly Charter.
- 3.3 The Committee shall review tenure and promotion requests and recommendations from each applicant's Department Committee and Chair.
- 3.4 Specific and ongoing duties consistent with the responsibilities in Article 3 of this charter may be assigned to the Committee by the Dean and/or the CLAE Faculty Assembly Executive Committee. The Dean and the Executive Committee shall agree on such assignments before the assignments prior to submission to the Committee.
- 3.5 The Committee shall have the following ongoing responsibilities:
- a. The Committee shall elect its own Chairperson annually from among its members.
 - b. The Committee shall make written recommendations on granting or denying tenure and/or promotion for each applicant based on established criteria. Such recommendations shall be included in the applicant's dossier.
 - c. The Committee shall meet, confer, vote, and file its recommendations to the Dean's office no later than December 15, per Article 5.8 (c)(iv) of the CBA
 - d. Members of the Committee shall treat the deliberations and recommendations of the Committee on tenure and promotion issues as confidential.
 - e. The Committee may make recommendations on standards and guidelines for tenure and promotion applications.

ARTICLE 4: MEMBERSHIP

- 4.1 All currently-employed full-time faculty members housed in CLAE shall be eligible to serve on the College Tenure & Promotion Committee, as per the criterion below, except

those already serving on the McNichols Tenure & Promotion Committee, per 5.8 (b)(iii)(a) of the CBA.

- 4.2 The Committee shall have seven elected tenured faculty members. Per the distribution of faculty between Social Science departments and Humanities departments within the College, three shall be elected from Humanities departments and four shall be elected from Social Science departments. No more than two members from any one department shall serve simultaneously.

For the purposes of readily identifying departments deemed to be Humanities or Social Sciences, the following categorization will be used: Humanities departments are Communication Studies; English, History; Performing Arts; Philosophy; and Religious Studies. Social Sciences departments are Computer & Information Systems; Counseling & Addiction Studies; Criminal Justice; Economics; Education; Political Science; Psychology; and Sociology & Social Work.

- 4.3 An eligible faculty member in CLAE may serve at multiple levels in the tenure and promotion review process—e.g., by serving as department chair or designee and/or on the department and/or CLAE T&P Committee. This member, however, shall be eligible to vote only at the lowest level at which s/he serves in the review process.
- 4.4 A Committee member who is also an applicant for tenure and/or promotion shall be recused from Committee deliberations and recommendations for that academic year.
- 4.5 Committee members shall serve for a term of 3 consecutive years, from the day they are elected or appointed.
- 4.6 To the extent possible, membership shall be staggered so that there are never more than three first-year members on the Committee. If turnover does result in more than three first-year members, the CLAE Faculty Assembly shall decide upon a course of action in order to ensure this desired makeup of the Committee.
- 4.7 A vacancy in a Committee position, for any reason, shall be filled at the earliest opportunity, in a manner that preserves the makeup of the Committee detailed in Articles 4.1-4.7 of this charter

ARTICLE 5: MEETINGS

- 5.1 All Committee meetings shall be properly called. For all meetings, a quorum shall be a simple majority of the voting members of the Committee.
- 5.2 The Committee shall set times, frequency, and manner of its meetings so as to meet its responsibilities in a timely manner including conferring, voting, and filing its tenure and promotion recommendation/s to the Dean no later than 15 December, per 5.8 (c)(iv) of the CBA.
- 5.3 The Chair shall be responsible for calling meetings and for preparing and distributing agendas, minutes, and supporting materials. The Chair shall also be responsible for communicating Committee recommendations to the Dean.
- 5.4 The Committee's recommendation on each application shall be determined by simple majority vote. A minority report may be filed by a member or members not in agreement with the Committee's majority.
- 5.5 Minutes of Committee meetings shall be maintained and circulated among members. The Chair of the Committee shall be responsible for forwarding approved minutes to the Dean, the Executive Committee of the Faculty Assembly, and the appropriate person for archival purposes. Excepted from these provisions are minutes related to tenure and promotion recommendations.
- 5.6 The rules contained in the most recent edition of *Roberts' Rules of Order* shall govern the procedures of the Committee at all its meetings.

ARTICLE 6: CHANGES TO CHARTER

- 6.1 Proposed amendments to the Charter of this Committee shall follow the process outlined in Article 8 of the Faculty Assembly Charter. Amendments must be consistent with the UDM-UDMPU CBA.

COMMITTEE CHARTER

College of Liberal Arts and Education Curriculum & Standards Committee

ARTICLE 1: NAME

- 1.1 The name of this committee shall be the College of Liberal Arts and Education Curriculum & Standards Committee (also known as the Curriculum & Standards Committee or Committee).

ARTICLE 2: PURPOSE

- 2.1 The CLAE Curriculum & Standards Committee shall have the authority to review and make recommendations on college-wide curricular issues, program standards, and other related policies.
- 2.2 The CLAE Curriculum & Standards Committee shall serve as the representative body of CLAE faculty on issues listed in Article 2.1 of this charter which extend beyond the individual academic unit.

ARTICLE 3: RESPONSIBILITIES

- 3.1 The Committee shall exercise its authority on issues listed in Article 2 of this charter through its own deliberations and through discussion with appropriate faculty, staff, and administrators.
- 3.2 The Committee shall make recommendations on matters before the Committee to the Executive Committee of the CLAE Faculty Assembly as described in Article 7.3 of the Assembly Charter. Should the Committee recommend against approving a proposal, it will return the proposal to the faculty contact for the proposal with an explanation and suggestions for revision. The CLAE Curriculum & Standards Committee replaces the CLAE Curriculum Committee.
- 3.3 In accordance with Article 2.1 of this charter, the responsibilities of the Committee shall include, but will not be limited to, the following:

- a. Establish procedures for submission of proposals (e.g., proposals for new CLAE courses; revisions to existing CLAE courses; new CLAE programs; designating a CLAE course for inclusion in the Core Curriculum). These procedures, where applicable, shall align with procedures for proposals which will be reviewed by the university-wide shared governance process.
 - b. Review and make recommendations concerning proposals for new CLAE courses.
 - c. Review and make recommendations concerning proposals to revise existing CLAE courses (e.g., course level changes; credit hour changes, conversion to on-line or other form of non-traditional delivery, other substantial changes)
 - d. Review and make recommendations for proposals for new CLAE programs (degrees, majors, minors, certificates, etc.).
 - e. Review and make recommendations concerning proposals requesting Core Curriculum designation for CLAE courses.
 - f. In the absence of a University Core Maintenance Committee and in consultation with appropriate faculty who are specialists in the relevant discipline, review and consider requests to use a UDM course which is not a Core Curriculum course to fulfill a Core Curriculum requirement.
 - g. Keep the College community informed of the Committee's activities by providing summary minutes of meetings and/or other appropriate methods.
- 3.4 Specific and ongoing committee duties consistent with the responsibilities in Article 3 may be assigned to the committee by the Dean and/or the Faculty Assembly Executive Committee. The Dean and the Executive Committee shall agree on such assignments prior to submission to the Committee.

ARTICLE 4: MEMBERSHIP

- 4.1 All currently-employed full-time faculty members housed in CLAE shall be eligible to serve on the CLAE Curriculum & Standards Committee.
- 4.2 The Committee shall have seven members: three faculty members from Humanities departments elected by the Assembly from among its members; three faculty members

from Social Sciences departments elected by the Assembly from among its members; and one administrative representative who shall be the Associate Dean for Academic Affairs. No department shall have more than one representative to the Committee. Included in these seven members must be one graduate humanities faculty member and one graduate social sciences faculty member. A graduate faculty member shall ordinarily be defined as a faculty member whose teaching load includes at least two graduate level courses each academic year.

For the purposes of readily identifying departments deemed to be Humanities or Social Sciences, the following categorization will be used: Humanities departments are Communication Studies; English; History; Performing Arts; Philosophy; and Religious Studies. Social Sciences departments are Computer & Information Systems; Counseling & Addiction Studies; Criminal Justice; Economics; Education; Political Science; Psychology; and Sociology & Social Work.

- 4.3 Committee members shall serve for a term of two consecutive years, from the day they are elected or appointed.
- 4.4 Terms of Committee members should be staggered so that no more than three members of the Committee are replaced with each election.
- 4.5 The Associate Dean shall serve as the liaison to the MFA for proposals which must, after the Dean's approval, proceed to the university-wide shared governance process.
- 4.5 A vacancy in a Committee position, for any reason, shall be filled at the earliest opportunity, in a manner that preserves the makeup of the Committee detailed in Article 4.2 of this charter

ARTICLE 5: MEETINGS

- 5.1 For all meetings, a quorum shall be a simple majority of the voting members of the Committee.
- 5.2 A minimum of two regularly scheduled Committee meetings shall be held during each semester of the academic year (August 16-May 15). However, it is expected that the Committee shall set the times and frequency of its meetings so as to meet its responsibilities in a timely manner.

- 5.3 The Committee shall elect a Chair annually from among its members. The Chair shall be responsible for calling meetings and for preparing and distributing agendas, minutes, and supporting materials. The Chair shall also be responsible for communicating Committee recommendations to the Executive Committee of the CLAE Faculty Assembly as detailed in Article 7.3 of the Assembly Charter. The Chair shall also communicate to relevant faculty any suggestions for revision to proposals which the Committee does not recommend for approval.
- 5.4 Committee decisions shall ordinarily be by consensus. In the event that this is not possible, then a simple majority of the members voting shall be sufficient for a Committee decision. The dissenting member(s) may file a minority report and/or recommendation which shall be included with the majority report.
- 5.5 Minutes of all Committee meetings shall be maintained and circulated among members. The Chair of the Committee shall be responsible for forwarding all approved minutes to the Dean, the Executive Committee of the CLAE Faculty Assembly, and to the appropriate person for archival purposes.
- 5.6 The rules contained in the most recent edition of *Robert's Rules of Order* shall govern the procedures of the Committee at all its meetings.

ARTICLE 6: CHANGES TO CHARTER

- 6.1 Proposed amendments to the charter of this committee shall follow the process outlined in Article 8 of the CLAE Faculty Assembly Charter.

COMMITTEE CHARTER

College of Liberal Arts and Education Grade Grievance Committee

ARTICLE 1: NAME

- 1.1 The name of this committee shall be the College of Liberal Arts and Education Grade Grievance Committee (also known as the CLAE Grade Grievance Committee or Committee).

ARTICLE 2: PURPOSE

- 2.1 The purpose of the Grade Grievance Committee is to review all grade grievances that have not been resolved at the individual faculty and/or departmental chair levels. The CLAE Grade Grievance Committee replaces the CLAE Academic Grievance Committee and Academic Grievance Policy.

ARTICLE 3: RESPONSIBILITIES

- 3.1 In accordance with Article 2.1 of this charter, the primary responsibility of the Committee is to ensure integrity in academic evaluation, through the careful consideration of the materials submitted in each case that comes before it, as well as the spoken testimony of all those who are a party to the grievance. In addition the Committee will review and monitor the College's Academic Grievance Policy and revise the Policy as necessary to ensure fairness to both faculty and students.
- 3.2 The Committee shall hold a grievance hearing within thirty (30) days following the receipt of a written grievance.
- 3.3 The Committee shall meet with the student and the faculty member separately, unless both parties consent to a joint meeting. The student shall be permitted to be accompanied by a faculty advocate from outside the department/program within which the grievance originated.

- 3.4 The Committee shall make recommendations on matters before it. As per the CLAE Academic Grievance Policy (Step 6 of the Grade Grievance Procedure) the Committee will prepare a written recommendation, which shall be regarded as the final resolution of the matter within the college. This recommendation will be communicated by letter to the Dean, the student and the faculty member within fifteen (15) days of the conclusion of the committee's hearing(s). The communication to the student will be by certified letter.

ARTICLE 4: MEMBERSHIP

- 4.1 All currently employed full-time faculty members housed in CLAE shall be eligible to serve on the CLAE Grade Grievance Committee
- 4.2 The Committee shall have six members: three tenured faculty members elected from the CLAE Faculty Assembly from among its members, one of which must be from a department housing a graduate program; one enrolled CLAE undergraduate student; one enrolled CLAE graduate student; one administrative representative (non-voting) who shall be the Associate Dean for Academic Affairs. No Department shall have more than one representative to the Committee.
- 4.3 The tenured faculty members shall serve for a term of 3 consecutive years, from the day they are elected or appointed.
- 4.4 Terms of Committee members should be staggered so that only half of the Committee is replaced with each election.
- 4.5 An enrolled undergraduate student member who is a major within CLAE shall be selected by the UDM Student Senate, and will serve a one-year-term.
- 4.6 An enrolled CLAE graduate student member shall be selected from among the graduate students enrolled in the CLAE graduate programs, and will serve a one-year term.
- 4.7 A vacancy in a Committee position, for any reason, shall be filled at the earliest opportunity that preserves the makeup of the Committee detailed in Article 4.2.

ARTICLE 5: MEETINGS

- 5.1 For all meetings, a quorum shall be a simple majority of the voting members of the Committee.

- 5.2 The Committee shall meet once a month during the Fall and Winter terms, unless meetings are canceled by the Chair when there are no grievances pending. Special meetings during the Summer may be called, if possible and needed.
- 5.3 The Committee shall elect a Chair annually from among its members. The Chair shall be responsible for calling meetings and for preparing and distributing agendas, minutes, and supporting materials. The Chair will also be responsible for communicating Committee recommendations and information to relevant faculty, students, and to the Dean
- 5.5 The Committee shall elect a Secretary annually from among its members. The Secretary shall be responsible for maintaining accurate minutes of all meetings, and for circulating them in a timely manner to all members. The Chair shall be responsible for forwarding all approved minutes to the Dean and to the Executive Committee of the CLAE Faculty Assembly.
- 5.4 Committee decisions shall ordinarily be by consensus. In the event that this is not possible, then a simple majority of the members voting shall be sufficient for a Committee decision. The dissenting member(s) may file a minority report and/or recommendation which shall be included with the majority report.
- 5.6 The rules contained in the most recent edition of *Robert's Rules of Order* shall govern the procedures of the Committee at all its meetings.

ARTICLE 6: CHANGES TO CHARTER

- 6.1 Proposed amendments to the charter of this committee shall follow the process outlined in Article 8 of the CLAE Faculty Assembly Charter.