

**Procedures of the  
COLLEGE OF ARTS & SCIENCES ADVISORY COUNCIL**

(Approved by the FRC on 4/18/23)

1. Purpose of the College of Arts & Sciences Advisory Council (CASAC)
  - 1.1 To perform duties as assigned in the AAUP-NMU Agreement. These include the following:
    - 1.1.1 To provide a member to serve on each of the departmental Bylaw Review Committees (BRCs) subject to Article III of the Agreement.
    - 1.1.2 To conduct a thorough review of all recommendations of departments for sabbatical leave, promotion, tenure, Continuing Contract Status, or termination and submit its recommendations to the dean of the College for review and action, as provided in Article V of the Agreement.
      - 1.1.2.1 To defer to the requirements defined in the bylaws of the respective department when determining eligibility for promotion.
      - 1.1.2.2 To receive—and conduct its own investigation of—a faculty member’s appeal of their department’s recommendations on sabbatical leave, promotion and/or tenure or Continuing Contract Status. The determination of such an appeal and the results thereof shall be reflected in the Council’s recommendations to the dean of the College.
      - 1.1.2.3 To provide written notification to all faculty not recommended for tenure and/or promotion or Continuing Contract Status by the Council of the reason(s) for the decision.
  - 1.2 To provide for general meetings of the College faculty as described in section 5.
  - 1.3 To prepare the agenda for the general meetings in consultation with the dean of the College.
  - 1.4 To distribute to the College faculty the conclusions and recommendations which the Council reaches on matters of common concern to the College, including minority reports.
  - 1.5 To assist the deans in the discharge of their responsibilities by direct representation of faculty opinion.
2. Council Membership
  - 2.1 The Council shall be composed of nine (9) AAUP/AFT dues paying members of the

College of Arts & Sciences faculty. Two-thirds of the members of the Council shall be tenured and of the rank of Associate Professor or above. Deans, department heads, and faculty who are not members of the Association are not eligible for membership on the Council and may not attend Council meetings except at the pleasure of the Council membership by majority vote.

2.2 The dean shall serve as a voting member of the Council when evaluating sabbatical applications.

2.3 The College shall be considered to consist of the following departments:

- Art & Design
- Biology
- Chemistry
- Communication and Media Studies
- Earth, Environmental, & Geographical Sciences
- Economics
- English
- History
- Languages, Literatures, & International Studies
- Mathematics & Computer Science
- Music
- Philosophy
- Physics
- Political Science
- Psychological Science
- Sociology & Anthropology
- Theatre & Dance

2.3.1 For the purpose of providing a balanced representation on the Council, no more than one (1) member of any academic department can hold Council membership during any one (1) academic year.

2.4 The Council shall elect its own chair from among the voting members of the Council.

2.4.1 All officers of the Council are elected for one (1) year terms during the final four weeks of the winter semester.

2.4.2 The duties of the chair shall be: a) to preside at the meetings of the Council, and b) to call meetings of the Council and the College faculty.

- 2.5 The Council shall elect a vice-chair to take meeting minutes, to assist the chair in the execution of their duties, and to serve as chair in the event of the incapacity of the chair.
3. Election of Members of the Council
  - 3.1 The term of office of Council members shall be three (3) years.
  - 3.2 No faculty member may be elected for more than two (2) full consecutive three-year terms.
    - 3.2.1 The terms of members shall be staggered to ensure continuity.
  - 3.3 The College of Arts & Sciences, working with the Council chair, shall conduct the elections to the Council.
  - 3.4 Nominations for Council may be made by any faculty member in the College. Such nominations will be submitted to the College office.
  - 3.5 Elections for the Council shall be conducted during the four (4) weeks prior to the end of the winter semester.
    - 3.5.1 Any AAUP/AFT dues paying faculty member in the College of Arts & Sciences is eligible to vote in elections to the Council.
    - 3.5.2 In the event that an insufficient number of candidates are nominated to fill vacant seats of the Council, the Council will reach out to the AAUP/AFT leadership for support in recruiting new members. In the meantime, the Council may conduct its business with a reduced membership.
    - 3.5.3 Any unfilled membership position in each new academic year shall normally be recruited and approved by majority vote of the Council during the first (4) weeks of the fall semester.
    - 3.5.4 Any membership position that becomes vacant during the academic year may also be recruited for and filled for the remainder of the three-year term by majority vote of the Council.
    - 3.5.5 Any member whose position was recruited and approved by the Council during the academic year shall have their term formally approved by the College faculty during the next election cycle.
    - 3.5.6 The newly elected council members shall take office immediately upon their election.

4. Meetings and Procedures of the Council
  - 4.1 The Council will normally meet once a month during the academic year or as the chair determines a need for such meetings.
  - 4.2 A quorum for the Council meeting shall be a majority of Council membership.
  - 4.3 Applications for sabbatical leave shall be placed in rank order according to the current Faculty Review Committee (FRC) scoring rubrics. A Council member may assign the same score to multiple applications. The chair or their deputy will total the scores for each application, providing an average score. The application with the highest average score will be reported to the FRC as rank order one, the application with the second highest average score will be reported to the FRC as rank order two, and so forth. In the event that two or more applications have the same average score, the rank order of these applications will be determined through further discussion and a majority vote of the Council. No member will assign a numerical score to an application from their own department or from someone prohibited by the university's nepotism policy. Council members should excuse themselves from evaluating an application if their joining in a particular discussion involves a conflict of interest. No distinction in voting procedure or ranking will be made between full-year, half-year, or other forms of sabbatical leave.
    - 4.3.1 No member applying for sabbatical leave will participate in the ranking and discussion of sabbatical applications.
  - 4.4 Council recommendations regarding promotion, tenure, and Continuing Contract Status will be decided by majority vote of the members present. The Council will inform the dean and person under consideration of the decision, with a rationale.
    - 4.4.1 No member of the Council shall be present at the meeting during the time in which tenure, promotion, or Continuing Contract Status for themselves, for a member of their department, or for someone who would be excluded by the university's nepotism policy is being discussed or voted on. Council members should exclude themselves if their joining a particular discussion involves a conflict of interest. There should be no discussion of individual applications for tenure and promotion or Continuing Contract Status with committee members who are not participating in the decision, until the formal letters are received by applicants.
  - 4.5 All votes in the Council shall be by members present. There shall be no voting by proxy.
5. Meetings of the College Faculty

- 5.1 Special meetings of the College faculty may be convened by the dean of the College or the chair of the Council or on the petition of at least 20 percent of the membership of the College faculty.
- 5.2 Such meetings are to be conducted by the chair of the Council.
- 5.3 A quorum for general and special meetings of the College faculty shall be a majority of the members of the College.
6. Amendments
  - 6.1 Amendments to these bylaws may be proposed by a majority vote of the Council or by petition, the petition being signed by at least ten AAUP/AFT dues paying members of the faculty of the College of Arts & Sciences and those signers being members of at least three different departments in the College.
  - 6.2 Bylaw changes shall be forwarded to the FRC, under Article III of the Agreement.