

**Procedures of the
COLLEGE OF ARTS AND SCIENCES ADVISORY COUNCIL
(Revised March 2014)**

1. Purpose of the College Advisory Council (CAC)
 - 1.1 To perform duties as assigned in the AAUP-NMU Agreement. These include the following:
 - 1.1.1 To review and recommend to the dean of the College the approval of bylaws, and any revisions thereof, proposed by departments within the College. If the Council rejects the bylaws of a department or any portion thereof, it shall inform the department in writing how the bylaws can be revised to satisfy the Council objections.
 - 1.1.2 To provide a member to serve on each of the departmental Bylaw Review Committees (BRCs) subject to 3.1.1.3.4 of the Master Agreement.
 - 1.1.3 To conduct a thorough review of all recommendations of departments for sabbatical leave, promotion, tenure, or termination and submit its recommendations to the dean of the College for review and action, as provided in Article V of the Agreement.
 - 1.1.3.1 In the case of promotion, to be responsible for insuring the basic equivalence of educational criteria among departments and their adherence to the general guidelines of such policy in determining eligibility for promotion.
 - 1.1.3.2 To receive—and conduct its own investigation of—a faculty member’s appeal of his department’s recommendations on sabbatical leave, promotion and/or tenure. The determination of such an appeal and the results thereof shall be reflected in the Council’s recommendations to the dean of the College.
 - 1.1.3.3 To provide written notification to all faculty not recommended for tenure and/or promotion by the Council of the reason(s) for the decision.
 - 1.2 To provide for general meetings of the College faculty as such meetings are deemed useful by the Council.
 - 1.3 To prepare the agenda for the general meetings in consultation with the dean of the College.
 - 1.4.1 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 The Council shall be composed of nine (9) members of the College of Arts and Sciences faculty, as defined by the AAUP-NMU Agreement.
Two-thirds of the members of the Council shall be tenured and of the rank of Associate Professor or above. Deans and department heads 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.

- 2.1 The dean shall serve as a voting member of the Council when evaluating sabbatical applications.
- 2.2 For the purpose of providing balanced representation of the Council, the College shall be considered to consist of the following divisions:

<u>Division Name</u>	<u>Departments in Division</u>
Arts Division	Art and Design Music Communication and Performance Studies
Humanities Division	English Modern Languages & Literatures History Philosophy
Natural Sciences Division	Biology Chemistry Mathematics & Computer Science Physics Psychology
Social Sciences Division	Economics Geography Political Science Sociology and Anthropology

Whenever possible, the nine (9) members of the Council shall include one (1) at-large number and at least two (2) members from each of the four (4) divisions defined above. No division shall ever have more than three (3) representatives on the Council at any given time, with the exception of the at-large member.

- 2.2.1 No more than one (1) member of any academic department can hold Council membership during any one (1) academic year.
- 2.2 The Council shall elect its own chairperson from among the voting members of the Council.
- 2.2.1 All officers of the Council are elected for one (1) year terms.
- 2.2.2 The duties of the chairperson shall be: a) to preside at the meetings of the Council, and b) to call meetings of the Council and the College faculty.
- 2.3 The Council shall elect a vice-chairperson to take meeting minutes and to assist the chairperson in the execution of his duties and to serve as chairperson in the event of the incapacity of the chairperson.
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 so that during any one (1) year three (3) seats become vacant, and with no division having more than one (1) seat vacant, unless there has been a death, resignation, or termination of employment.
- 3.3 The College of Arts and Sciences, working with the Council chair, shall conduct the elections to the Council
- 3.4 Nominations for Council will be by written petition bearing the signatures of two (2) faculty members from the division of the nominee, and the signature of the nominee attesting to his or her willingness to serve if elected. Such petitions will be submitted to the College of Arts and Sciences.
- 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 faculty member in the College of Arts and Sciences who is a member of the bargaining unit is eligible to vote in elections to the Council.
- 3.5.2 In order to maximize balance among the divisions and the numerical size of the Council, the following rules will apply in deciding the outcome of the election.
 - 3.5.2.1 All divisions are eligible to submit candidates for any election.
 - 3.5.2.2 An individual elector may cast only as many votes as vacancies exist on the Council, and without regard to divisional representation.
 - 3.5.2.3 Vacancies will be filled by first choosing those candidates who have the greatest number of votes from the divisions which they currently under represented on the Council.
 - 3.5.2.4 Beginning with the at-large position, the remaining vacancies will be filled in order of the greatest number of votes.
 - 3.5.2.5 If a vacancy exists because of death, resignation or termination, it will be filled after the full three-year terms have been filled as described in sections 3.5.2.3 and 3.5.2.4
 - 3.5.2.6 In the event that an insufficient number of candidates are nominated to fill all existing vacancies, a second election will be conducted during the first four weeks of the fall semester. If this election also fails, the Council will conduct its business with a reduced membership until the next annual election.
- 3.6 The newly elected Council members shall take office immediately upon their election.

- 3.7 Vacancies on the Council members shall be filled by special election as soon as practicable after they occur. The term of office of a member who is elected to fill a vacancy will expire when the term of the member who is replaced would have expired.
- 4.0 Meetings and Procedures of the Council.
- 4.1 The Council will normally meet once a month during the academic year or as the chairperson 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 in the following way: All members shall receive copies of the applications. After discussion, each member of the Council will assign a numerical score to each application based on its own individual merit. Numerical scores shall be based on a 1-10 scale, with 10 being the highest score possible. A Council member may assign the same score to multiple applications. The chair or his or her deputy will total the scores for each application, providing an average score. The application with the highest average score will be reported to the Faculty Review Committee as rank order one, the application with the second highest average will be reported 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 his or her own department or from someone who is a close family member (defined as a spouse/ex-spouse, child/step-child, parent, sibling, grandparent, or grandchild). Council members should excuse themselves from evaluating an application if they believe that their joining in a particular decision involves a real or apparent conflict of interest. No distinction in voting procedure or ranking will be made between application for full-year, half-year, or other forms of Sabbatical Leave.
- 4.3.1 No member applying for sabbatical leave will participate in this process.
- 4.3.2 Seniority and time since last sabbatical leave shall be taken into consideration in the assessment of merit, but these shall not be the primary determining factors.
- 4.4 Council recommendations regarding promotion and tenure will be decided by majority vote of the members present. The Council will inform the dean and the 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 or promotion for his or herself, for a member of his or her department, or for someone who is a close family member (defined as a spouse/ex-spouse, child/step-child, parent, sibling, grandparent, or grandchild) is being discussed or voted on. Council members should excuse themselves if they believe that their joining in a particular decision involves a real or apparent conflict of interest. There should be no discussion of individual applications for tenure and promotion 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.

5.0 Meetings of the College Faculty

5.1 Special meetings of the College Faculty [not to exceed once (1) in any two-week period] may be convened by the dean of the College or the chairperson 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 chairperson of the Council.

5.3 A quorum for general and special meetings of the College faculty shall be a majority of the faculty members of the College.

6.0 Amendments

6.1 Amendments to these bylaws may be proposed in either of two ways: by a majority vote of the Council or by petition, the petition being signed by at least ten members of the faculty of the College of Arts and 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, 3.2.1.4 of the Master Agreement.