CONSTITUTION

PREAMBLE
This Constitution provides a structure of democratic governance for the College of Arts and Sciences and its constituent units. It reflects a system of governance that is collegial, participatory, and representative of the diversity of our College. The relationship between our faculty who serve as administrators and our faculty who primarily teach and engage in creative activities and research should be one of mutual respect, trust, consultation and cooperation. The need for timely, efficient and judicious decision making by our faculty administrators is recognized. It is in the interests of governance and collegiality that the Faculty of the College of Arts and Sciences reserves to itself the right to comment upon, request clarification of, or recommend modifications to any administrative action taken by the College.

ARTICLE I. TITLE, RESPONSIBILITIES AND RIGHTS
A. The College of Arts and Sciences, hereinafter “The College,” is the unit of Florida International University organized to develop and conduct curricular of study, engage in research and creative activities, and present candidates for degrees in the arts and sciences.

B. The Faculty of the College shall exercise control over the academic affairs of the College subject to the approval of the president, and the Board of Trustees. The Faculty of the College shall establish requirements of the College for entrance, graduation, and the form of degrees to be conferred. It shall determine the arrangement and content of curricula. It shall recommend to the President the granting of degrees to those of its students who shall have fulfilled the requirements for degrees.

C. The Bill of Collective Rights and Principles of Governance adopted by the Faculty Senate of Florida International University is incorporated herein.

ARTICLE II. COLLEGE ORGANIZATION AND GOVERNANCE
A. The College of Arts and Sciences includes all faculty contractually assigned to a School or Department of the College or to the Office of the Dean. The College shall be governed by a College Assembly, a Council of Chairs, the Office of the Dean, and the constituent units of schools and departments.

1. The Faculty of the College of Arts and Sciences shall be organized into a College Assembly, a deliberative body that represents the interests of the faculty, serves as a policy-making body, and acts in an advisory capacity to the Council of Chairs and the Dean of the College.

2. The Department Chairs, School Directors, and Directors of interdisciplinary, degree-granting programs of the College of Arts and Sciences shall be members of the Council of Chairs, a deliberative body that represents the interests of the schools and departments, recommends policy, and acts in an advisory capacity to the College Assembly and the Dean.

3. The executive functions of the College shall be directed by the Office of the Dean. The Office of the Dean shall represent the interests of the College to the university administration, and shall oversee the allocation of resources within the college and its affiliated units.

4. The constituent units of the College, the schools and the departments, shall be responsible for the day-to-day implementation of the College’s mission.
B. Officers of the College.

1. The Dean. The chief executive and administrative officer of the College shall be the Dean. The Dean shall be appointed by the University President with the formal approval of the Board of Trustees. Concurrently with her/his appointment as Dean, the Dean must be tenured in one of the schools or departments of the College.

   a. The Dean shall be responsible to the President and the Provost for the administration of the College and shall be the agent of the faculty for the execution of educational policy.

   b. The Dean shall have the power to appoint Associate Deans from the College faculty as she/he deems necessary to serve in the Office of the Dean.

   c. The Dean shall provide regular reports to the College Assembly, the Steering Committee, and to the Council of Chairs on matters of importance to the College, as requested.

   d. The Dean shall preside over meetings of the Council of Chairs, and may call special meetings of the College Assembly.

2. The Chair of the College Assembly. The Chair shall be elected by the Assembly during the last four weeks of the Spring Semester to serve a two-year term beginning August 1 of the year she/he is elected. The Chair shall preside at meetings of the College Assembly and the Steering Committee, and shall serve as the Assembly’s representative to the Dean and the Council of Chairs.

3. The Vice Chair of the College Assembly. The Vice Chair of the Assembly shall be elected by the College Assembly during the last four weeks of the Spring Semester to serve a one-year term beginning August 1 of the year she/he is elected. The Vice Chair shall serve as Parliamentarian of the Assembly and Steering Committee, and as Vice Chair of the Steering Committee. He/she shall preside at Assembly and Steering Committee meetings in the absence of the Chair.

4. The Secretary of the Assembly. The Secretary of the Assembly shall be elected by the Steering Committee from among its members at its first meeting of the year. The Secretary shall record and maintain the minutes of the Steering Committee and the College Assembly; distribute the minutes of the College Assembly to the College Faculty; with the Chair and Steering Committee, prepare and distribute the agenda of the Assembly; and supervise all voting by the Assembly.

5. The President of the Council of Chairs. The President of the Council of Chairs shall be elected to a one-year term by the Council of Chairs from among its members at its first meeting of the academic year. The President shall serve as the Council’s representative to the Dean and the College Assembly, and with the Dean, set the agenda for meetings of the Council. The President may call special meetings of the Council of Chairs.

6. The Vice President of the Council of Chairs. The Vice President of the Council of Chairs shall be elected to a one-year term by the Council of Chairs from among its members at its first meeting of the academic year. The Vice President shall serve as the Council’s Parliamentarian.

*amended 2004

D. The College Assembly.

1. The College Assembly provides a structure for faculty governance and participation on matters of importance to the College. These matters may include, but are not limited to,

   a. Development of curricula to enhance the educational mission of the College;
b. Creation of an academic environment that encourages research and creative activities;

c. Development of procedures for nominating School Directors and Department Chairs;

d. Development and oversight of procedures to evaluate Deans, School Directors and Department Chairs;

e. Establishment of College committees and the election of members to at-large committees;

f. Election of representatives of the College to the Faculty Senate and its standing committees;

g. Consideration of policies recommended by the Council of Chairs; and,

h. Any matter of academic and professional concern.

2. Membership.

a. Voting members of the College Assembly shall be all those who are tenured, hold tenure earning appointments or hold regular full-time appointments as lecturer or instructor in the College. Retired faculty who previously qualified under this section and who are participating in a retirement program involving appointment at a minimum 0.50 FTE per academic year shall be included as voting members.

b. The President and the Provost of the University are non-voting ex-officio members of the College Faculty.

3. Meetings of the College Assembly shall be called by the Chair of the Assembly and the Steering Committee.

4. The College Assembly shall meet at least once each Fall and Spring Semester, and may meet more regularly at the call of the Steering Committee and Chair, or upon petition of the faculty in accordance with the By-Laws to this Constitution.

5. The College Assembly may consider any matter that affects the College including, but not limited to, its educational mission; the integrity of its academic degrees; the professional development, and creative and research activities of its faculty; the academic and creative performance of its students; administrative policies and decisions; and matters of faculty governance.

E. The Council of Chairs.

1. The Council of Chairs, hereinafter “The Council,” serves as the representative assembly of the schools, departments, and interdisciplinary degree granting programs of the College, and acts as an advisory body to the College Assembly and the Dean. The Council serves as the primary interface between the Assembly and the Dean. The Council shall advise the Dean on any matter of concern to the College. It will address issues brought to it by the Dean and raise issues for the Dean’s consideration.

2. Membership is limited to Department Chairs, School Directors, Directors of Interdisciplinary degree-granting programs of the College, and the Chair and Vice Chair of the Faculty Assembly. The Dean, Associate and Assistant Deans of the College shall be ex-officio members. *amended 2004

3. Members of the Council may designate an alternate who may vote in the member’s absence.
4. The Dean, in consultation with the Council President, shall schedule meetings and set the agenda of the Council.

5. The Council may deliberate, seek information and receive regular reports from the Dean and his/her staff, consult with the leadership of the College Assembly, and make academic policy recommendations to the College Assembly with the support of a majority of its members. Recommendations adopted by the Council will be referred to the Steering Committee for consideration at the next College Assembly meeting.

6. The Council may consider any matter that affects the College including, but not limited to, administrative support and services; allocation of financial, human and material resources; organizational matters affecting the College; educational and student matters; the professional development, and creative and research activities of the faculty; the academic and creative performance of students; matters of faculty governance; and any issue referred to it by the Dean, the Dean’s representatives or the Steering Committee of the College Assembly.

F. Reorganization of the College and/or constituent units of the College.

1. Reorganization of the College and/or constituent units of the College is defined as any modification of established units, namely departments and schools, by creating new units, by combining all or part of existing units into new units, or by terminating units.

2. Reorganizations of the College and/or its constituent units shall be referred to the President of the Council of Chairs and to the Chair of the College Assembly in a timely fashion for the consideration and comment of their respective governance bodies. Reorganizations shall be subject to advisory votes of the Council of Chairs and the College Assembly. Reorganizations must comply with the Constitution and By-Laws of the Faculty Senate, and be approved by the President and Provost of the University.

ARTICLE III. DEPARTMENTS AND SCHOOLS

A. The department/school shall be defined as the collective of all tenured and tenure-earning faculty members, and those holding the rank of instructor or lecturer, who are assigned by contract to the unit or who have been granted joint appointment status.

B. Department and School Decisions.

1. Decisions by departments and schools shall be made by a majority vote of those present at the meeting unless otherwise specified by university policy or by unit policy adopted and published in accordance with Article III, Paragraph B (2)[a-c] of this Constitution.

2. Units may adopt policies that limit the voting eligibility of its membership by rank, by appointment status, or by issue.

   a. Only tenured or tenure-earning members of the unit may vote on policies that limit voting eligibility within the unit, and the adoption of any policy that limits voting eligibility requires an affirmative vote of two-thirds of all tenured and tenure-earning faculty members contractually assigned to the unit.

   b. No unit shall limit the voting rights of tenured or tenure-earning members who are present at unit meetings.

   c. Any policy that limits voting eligibility within the unit must be submitted to the Office of the Dean and the Steering Committee of the College upon its adoption.

Originally Adopted April 11, 2003-last updated at the CAS Faculty Assembly held on March 25, 2010
3. Units may adopt policies that permit proxy voting by members not present at meetings. Policies governing proxies must include a timetable for submitting proxy votes, the method by which proxy votes may be submitted and received, and must identify who will receive proxy votes and determine their validity under the unit’s policy. Unit policy governing proxy voting must be submitted to the Office of the Dean and the Steering Committee of the College upon its adoption.

4. Unit meetings shall be conducted in accordance with the current edition of Robert’s Rules of Order.

C. Department Chairperson and School Director.

1. The program of a department shall be conducted by the department faculty through a chairperson. The program of a school shall be conducted by the school faculty through a director. The department chairperson or director shall be the representative and administrative officer of the department or school, respectively, and shall have general responsibility for the activities of the unit.

2. Chairpersons/directors shall be nominated by majority vote of the faculty of their respective units and appointed in accordance with university policy and unit governance as described herein.

3. The College’s standard for unit governance in the context of leadership selection is one in which the faculty have the right to participate in a meaningful way in the selection of their chairperson/director. The Dean should normally afford great deference to the democratic processes and decisions of the unit on all matters regarding the selection of chairpersons/directors.

4. When there is a vacancy in the position of chairperson/director, the Dean shall initiate the selection process for a new chairperson/director by consulting with the respective unit. This consultation will include consideration of the option of conducting an external search to seek an outside candidate.

5. When necessary, the unit may nominate by majority vote of the faculty and the Dean may appoint an Acting Chairperson/Director who may serve no more than one calendar year or until an election can be held to select a chairperson/director under Article III, Paragraphs C (2-4) of this Constitution.

6. Chairpersons/directors will normally serve a term of three years, which may be renewed or extended following subsequent election by unit faculty held in accordance with the By-Laws to this Constitution.

7. Chairpersons and directors may be subject to a vote of “no confidence,” which shall serve as a recommendation to the Dean that the appointment be terminated, in accordance with the By-Laws to this Constitution.

8. Chairpersons/directors will be evaluated annually by their unit and by the Dean. All members of the unit, as defined in Article III, Paragraph A of this Constitution, may participate in the evaluation process. The unit’s evaluation of the chairperson/director shall be available to all members of the unit and forwarded to the Dean.

D. Unit policies and procedures shall conform with the Constitution and By-Laws of the College.

**ARTICLE IV. COMMITTEES**

A. Steering Committee.
1. The Steering Committee shall be an at-large committee elected by the College Assembly in accordance with the By-Laws of this Constitution. The Chair and Vice-Chair of the College Assembly shall be ex-officio members.

2. The committee schedules and issues calls for meetings of the Assembly; prepares the agenda for Assembly meetings; adopts special rules for deliberations and balloting on scheduled agenda items; communicates with the Assembly; establishes rules for voting by mail or electronic ballots; solicits nominations to elective offices and at-large committees of the College; maintains copies of policies adopted by departments on voting eligibility, proxy voting and the chair/director nomination process; and performs other related duties assigned to it by this Constitution or its By-Laws, the College Assembly or the Dean.

3. The committee will establish written policies and procedures, which shall be maintained on file in the Dean’s Office.

B. Tenure, Promotion and Personnel Committee.

1. The Tenure, Promotion and Personnel Committee shall be an at-large committee elected by the College Assembly in accordance with the By-Laws of this Constitution.

2. The committee makes recommendations to the Dean on candidates for tenure and promotion, and performs other related duties assigned to it by the College Assembly or the Dean.

3. The committee will establish written policies and procedures, which shall be maintained on file in the Dean’s Office.

C. Curriculum Committee.

1. The Curriculum Committee shall be a unit-representative committee whose membership shall also include one representative from each interdisciplinary degree granting program. Members will be elected or appointed in accordance with the By-Laws of this Constitution.

2. The committee reviews matters affecting the curriculum of the College to include proposals for new academic programs, modifications to existing academic programs, termination of academic programs, new course proposals, course change requests, and course deletion requests; provides college representation to related university curricular committees; and performs other related duties assigned to it by the College Assembly or the Dean.

3. The committee will establish written policies and procedures, which shall be maintained on file in the Dean’s Office.

D. Elections Committee

The Elections Committee shall be an at-large committee elected by the College Assembly in accordance with the By-laws of this Constitution. The Committee shall be responsible for running annual elections for College Assembly officers, members of College-wide committees, and College representatives to the several Faculty Senate committees. *amended 2007

E. Additional committees, either standing or ad hoc, may be established by a majority vote of the College Assembly in accordance with the By-Laws of this Constitution.

ARTICLE V. BY-LAWS

The College Assembly shall adopt By-Laws to this Constitution.
ARTICLE VI. AMENDMENTS AND REVISIONS

A. The Constitution may be amended by a two-thirds vote of the College Assembly.

B. An ad hoc Constitution Revision Committee with at-large representation will be elected by the College Assembly for the purpose of reviewing this Constitution and the By-Laws, crafting any appropriate revisions to the Constitution and By-Laws, and presenting recommended revisions in the form of motions to the College Assembly for its consideration and adoption. The first Constitution Revision Committee shall be elected at the first meeting of the College Assembly in Fall 2010, and shall be assembled every ten years thereafter. The Constitutional Revision Committee is expected to complete its work within the academic year in which it is appointed. *amended 2004

C. Written notice of an intent to offer amendments and/or revisions to this Constitution and By-Laws, and the text of any proposed amendments and/or revisions, must be submitted to the Steering Committee at least fifteen working days prior to a meeting of the College Assembly and must be distributed by the Steering Committee to all members of the College Assembly at least ten working days prior to the initial consideration of any such motion by the full Assembly.

D. A two-thirds vote of the College Assembly is required for the adoption of any amendment or revision to this Constitution.

ARTICLE VII. IMPLEMENTATION AND TRANSITION

Article VII. IMPLEMENTATION AND TRANSITION was deleted from the Constitution by amendment in 2004.

ARTICLE I. THE COLLEGE ASSEMBLY

A. Announcements and Agenda.

1. Meetings of the College Assembly will be called by the Steering Committee, which shall determine the time, date, place and agenda of the meeting. The Dean may also call special meetings of the College Assembly.

2. Meetings of the College Assembly will be called by the Steering Committee upon receipt of a signed petition supported by ten percent of the membership of the College Assembly. The meeting shall be scheduled within the semester in which the petition is received, or as soon as practicable.

3. The Steering Committee shall announce the meeting, issue a call for agenda items, distribute minutes of the previous meeting and a tentative agenda at least ten working days in advance.

4. Agenda items or motions to be brought before the College Assembly may be submitted to the Steering Committee by any member of the Assembly, the Council of Chairs or by the Dean.

B. Rules.

1. The Steering Committee, as part of its agenda-setting process, may adopt special rules governing the deliberation of the College Assembly on any motion, agenda item or constitutional amendment/revision provided that the rules are announced at the beginning of the meeting of the College Assembly. These rules may include time limits for debate, limiting amendments from the floor by substantive content or by number, or limiting the number of members who may address the Assembly. The Assembly may reject any or all of the special rules for deliberation by a motion supported by two thirds of those present.

2. The Steering Committee, as part of its agenda-setting process, may adopt special rules governing the time, place and manner of balloting on any motion, agenda item or constitutional amendment/revision except as otherwise provided for by the Constitution and By-Laws of the College. Special rules regarding balloting shall be announced prior to commencing deliberation. Balloting may take place at a meeting of the College Assembly or, for significant matters, by electronic or paper balloting of all members of the Assembly during a reasonable period of time, not to exceed three weeks following the meeting of the College Assembly during which the matter was deliberated.

C. Meetings.

1. The Chair of the College Assembly will preside at meetings of the Assembly. In the event that the Chair is unavailable, the Vice-Chair will preside.

2. Meetings of the College Assembly will be in accordance with the College Constitution and these By-Laws, and Robert’s Rules of Order (latest edition).

3. A quorum of the College Assembly shall be ten percent of eligible members for the purpose of
conducting College business, receiving reports and deliberating upon any matter. For purposes of calculating a quorum, the size of the Assembly will exclude faculty who are on sabbatical or leave of absence.

4. The College Assembly shall be provided an opportunity to deliberate on any matter upon which it will be asked to vote.

D. Voting and Ballots.

1. Each member of the College Assembly shall have one vote.

2. Balloting that takes place at a meeting of the College Assembly may be by voice vote, by a show of hands, by division of the body, or by written ballot. When votes are taken during a meeting, a majority vote of all Assembly members present shall determine the outcome, except as otherwise provided for in the College Constitution or these By-Laws. Proxy, absentee or mail-in votes shall not be accepted.

3. When balloting takes place by electronic or paper balloting following a meeting of the Assembly, a majority of all votes cast on the motion within the permitted time frame shall determine the outcome, except as otherwise provided for in the College Constitution or these By-Laws. Proxy or absentee votes shall not be accepted.

4. Nominations and elections to Chair, Vice-Chair, and at-large committees of the College shall be electronic or paper balloting during the Spring Semester. *amended 2004

This motion passed unanimously.

ARTICLE II. COUNCIL OF CHAIRS

A. The Council will elect from among its members a President and Vice-President during its first meeting of the Fall Semester. The new officers will assume their duties following the first meeting.

B. The President of the Council will solicit agenda items from Council members in advance of each meeting.

C. Meetings of the Council will be conducted by the Dean in accordance with Robert’s Rules of Order (latest edition). The Vice-President shall serve as the Council’s Parliamentarian.

D. Academic policy recommendations will be referred to the Steering Committee within ten working days for consideration by the College Assembly.

E. Minutes of Council meetings shall be distributed by electronic mail to the College faculty within five working days. The Office of the Dean shall provide appropriate support for recording and distributing Council minutes.

F. The Council shall normally meet at least once per month.

*amended 2004

ARTICLE III. DEPARTMENTS AND SCHOOLS
A. Units shall establish a policy for the chair/director nomination process that identifies a timetable for internal nominations and voting; conforms with policies established under Article III, Paragraphs B and C of the College Constitution; addresses term limits, if any; and establishes a balloting process.

1. All candidates will be permitted to address the unit in advance of the deliberations and election, however, no candidate for chairperson/director may be present during unit deliberations.

2. Voting will be by secret ballot.

3. The unit’s candidate for chair/director must win a majority vote. In the event that no single candidate wins a majority on the first round of balloting, the two candidates with the highest number of votes shall be named in a run off election, which shall be held no earlier than one week, and no later than three weeks, following the first election.

4. Unit policy governing the chairperson/director nomination process must be submitted to the Office of the Dean and the College Steering Committee upon its adoption.

5. The name of the nominee for department chairperson/school director shall be forwarded to the Dean for appointment. Should the Dean not accept the unit’s candidate, the Dean will submit a written statement of explanation to the unit. The unit shall nominate another candidate in accordance with this Constitution and the unit’s policy.

B. Units may consider and render a vote of “no confidence” in their Chairs or Directors in accordance with the College Constitution and these By-Laws. It is expected that such a vote would be taken only after all reasonable measures have been pursued and direct communications have failed to resolve the situation.

1. Motions of “no confidence” shall be made with the support of one third of the faculty eligible to vote for the chairperson/director’s nomination under Article III, Paragraph B of the Constitution. The motion must be written and contain specific grievances supporting the vote.

2. The chairperson/director, the Dean, and all unit faculty as defined by Article III, Paragraph A of the College Constitution, must be provided a copy of the motion and notice of the unit meeting at which the motion will be considered not less than one week prior to the meeting.

3. A vote on the motion must be held at, or subsequent to, a deliberative meeting of the faculty to which all members of the unit, as defined by Article III, Paragraph A of the College Constitution, are invited. The department chair/school director will be permitted to make a statement and address the faculty on their specific grievances. The chairperson/director may not be present for the unit’s deliberations.

4. The motion must receive the support of at least two thirds of those members eligible to vote under Article III, Paragraph B of this Constitution. Voting will be by secret ballot and in writing.

5. Written ballots and minutes of the meeting will be transmitted to the Dean within one week of the unit’s vote on the motion, regardless of the vote.

6. If the unit adopts the motion of “no confidence,” the Dean shall terminate the appointment as soon as practical, but not later than three weeks, or meet with the unit to explain why the termination is not warranted.
ARTICLE IV. ELECTIONS AND APPOINTMENTS

A. For electoral purposes, the units of the College are:

- Biological Sciences
- Chemistry and Biochemistry
- Criminal Justice
- Earth and Environment
- Economics
- English
- Global and Socio-Cultural Studies
- History
- Mathematics and Statistics
- Modern Languages
- Philosophy
- Physics
- Politics and International Relations
- Public Administration
- Psychology
- Religious Study

*amended 2007

B. All faculty eligible under the Faculty Senate Constitution shall be eligible to vote for Faculty Senators of the College and hold office in the Faculty Senate.

C. All faculty eligible under the Faculty Senate Constitution shall be eligible to vote for members of the Faculty Senate’s Standing Committees.

D. The College's representative to the University Curriculum Committee shall be the Chairperson of the College's Curriculum Committee.

ARTICLE V. COMMITTEES

A. The standing committees of the College are the Steering Committee; the Tenure, Promotion and Personnel Committee; the Curriculum Committee; the University Park Campus Library and Media Committee; the Biscayne Bay Campus Library and Media Committee; and the Elections Committee. Other standing committees of the College may be established and charged by a vote of the College Assembly.

*amended 2007

B. Membership on standing committees of the College will be for one-year terms, commencing on August 1, unless otherwise specified by the Constitution or these By-Laws.

C. Committees of the College will be established as either at-large committees or unit-representative committees. Further stipulations or restrictions on committee membership may be included in the Constitution, the By-Laws, or by the resolution establishing the committee.

1. At-Large Committees.

   a. Each at-large committee shall consist of seven members elected by the faculty of the College.

   b. A maximum of one person from units with fewer than 15 full-time faculty and a maximum of two persons from units with 15 or more full-time faculty members may be elected to each at-large committee of the College unless otherwise specified by these By-Laws.
c. At-large committees must have at least one member from each discipline group of the College. The discipline groups of the College and their respective units are:

<table>
<thead>
<tr>
<th>Discipline Groups</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>English, History, Modern Languages, Philosophy, Religious Studies</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Biological Sciences, Chemistry and Biochemistry, Earth and Environment, Mathematics and Statistics, and Physics</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Criminal Justice, Economics, Global and Socio-Cultural Studies, Politics and International Relations, Public Administration, Psychology</td>
</tr>
</tbody>
</table>

*amended 2007

2. Unit-representative committees shall consist of one member elected by or appointed from each of the departments and schools of the College. Interdisciplinary degree granting programs may also elect or appoint one member to the College Curriculum Committee. The unit shall submit the names of its committee representatives to the Steering Committee.

D. The Tenure, Promotion and Personnel Committee.

1. Terms and Membership. The Tenure, Promotion and Personnel Committee shall be an at-large committee of the College. It shall consist of seven members who shall serve staggered, two-year terms. Members shall be elected in accordance with Article V, Paragraph C (1)[a - c] of these By-Laws with the following exceptions and stipulations:

   a. All members of the committee must be tenured members of the faculty who are not candidates for promotion;

   b. There shall be at least one member from each discipline group;

   c. There shall be at least one member from each of the two major campuses (campus membership will be determined by principal assignment);

   d. There shall be at least one member from each of the following groups:

      i. Female,
      ii. Male,
      iii. Minority, as defined by the Federal Government: Blacks, Hispanics, Asians or Pacific Islanders, and Native Americans, and
      iv. Non-minority.

   e. No more than one member of the same unit will serve on the committee.

2. A procedure for electing members to the Tenure, Promotion and Personnel Committee shall be developed by the Steering Committee and published in the committee's policies and procedures. The procedure shall guarantee that the membership requirements under Article V, Paragraphs C (1) [a - c], and D (1) [a - e] of these By-Laws are met and include the following parameters.

   a. Three seats will be identified as “discipline” seats under Article V, Paragraphs C (1) [c] and D (1) [b]. Four seats will be identified as “at-large” seats. *amended 2007

   b. Two discipline seats will be open for election every other year and one seat the subsequent year. *amended 2007
c. Within the discipline group for which there is an open seat, the candidate from that discipline who receives the highest number of votes shall be guaranteed membership on the committee.

d. The procedures to select the four “at-large” seats should, to the extent possible, award those seats to faculty members who secure the most votes. However, if the membership criteria of Article V, Paragraph D (1) [a - e] of these By-Laws are not met, the procedures need not guarantee that the person receiving the highest number of votes become a member of the committee. *amended 2007

e. Special elections may be held in order to fulfill the membership requirements of Article V, Paragraph D (1) [a - e] of these By-Laws.

f. In the event of a mid-term vacancy on the committee, a special election will be held to select a member to fill the balance of the term.

E. The Biscayne Bay Campus Library and Media Committee will consist of one member elected or appointed from each of the units offering a major at Biscayne Bay Campus.

F. The Elections Committee shall be an at-large committee. It shall consists of two members, elected at large, who will serve staggered, two-year terms. *amended 2007

G. Committees shall elect their own chairperson by majority vote of its members.

H. Committees will establish written policies and procedures, which shall be maintained on file in the Dean’s Office.

I. The College Assembly may review and overrule any action of a College Committee except the decisions of the College Tenure, Promotion and Personnel Committee with respect to its recommendations to the Dean.

J. No individual shall serve on more than two College Committees, or on more than one College Committee and as an officer of the College simultaneously.

K. No individual may serve on the same committee for more than four consecutive years.

L. No Associate Dean or Assistant Dean shall serve on a College Committee or as an officer of the College, except in an ex-officio capacity.

ARTICLE VI. AMENDMENTS AND REVISIONS

A. These By-Laws may be amended by a majority vote of the College Assembly provided that no proposal conflicts with the Constitution of the College.

B. Written notice of an intent to offer amendments and/or revisions to the By-Laws, and the text of any proposed amendments and/or revisions, must be submitted to the Steering Committee at least fifteen working days prior to a meeting of the College Assembly and must be distributed by the Steering Committee to all members of the College Assembly at least ten working days prior to the initial deliberation on any such motion by the full Assembly.

C. Amendments and revisions to the By-Laws shall be effective immediately unless otherwise stipulated in the resolution adopted.
ARTICLE VII. IMPLEMENTATION AND TRANSITION

Article VII. IMPLEMENTATION AND TRANSITION was deleted from the By-Laws by amendment in 2004.