

**THE UNIVERSITY OF MICHIGAN-FLINT  
COLLEGE OF ARTS AND SCIENCES**

**FACULTY CODE**

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## **Code of the College of Arts and Sciences The University of Michigan-Flint**

As adopted by the Faculty of the CAS and compiled by the Secretary (2001)

### **Article I. College of Arts and Sciences**

#### **Preamble**

The College of Arts and Sciences shall provide instruction in the various liberal arts and sciences including the humanities and fine arts, social sciences, and natural sciences.

#### **Section 1. Purpose**

The College of Arts and Sciences shall determine, provide, and administer those departments, programs, and other instructional entities within its jurisdiction, including the general education curriculum for The University of Michigan-Flint. It may originate and temporarily administer programs in the various applied fields which may later become the center of professional schools within The University.

#### **Section 2. Definitions**

The definitions contained in Article I, Section 1 of the *Code* of The University of Michigan-Flint shall define the meaning of terms used in this *Code*.

#### **Section 3. The Governing Faculty**

The Governing Faculty shall be in charge of the affairs of the College, except as delegated to the Executive Committee. (See Regents *Bylaws*: Section 5.02.)

#### **Section 4. The Dean and the Executive Committee**

The Dean of the College of Arts and Sciences shall be appointed by the Board of Regents on recommendation by the President to act as executive officer of the instructional unit.

The Dean of the College shall be assisted by the Executive Committee of which the Dean will be *ex officio* the Chair. The Executive Committee, in addition to assisting with administrative functions, shall be charged with investigating and formulating educational and instructional policies for consideration by the faculty and shall act for the faculty in matters of budgets, promotions and appointments. (See Regents *Bylaws*: Section 5.06.)

##### **a. Membership of the Executive Committee**

The Executive Committee shall consist of the Dean of the College and six members of the Governing Faculty of Senate rank, each to be appointed for a three-year term, by the Regents on recommendation by the Chancellor. The appointed members shall not be eligible for reappointment until after the lapse of one year. The terms shall be so adjusted that two vacancies shall occur each year. The Dean of the College shall chair the committee. (See Regents *Bylaws*: Section 11.07.)

##### **b. Procedures for Determination of Faculty Preference for Appointments to the Executive Committee**

At least one week before the April meeting of the faculty, the Nominating Committee shall present to the faculty a list of persons which shall total at least one more than twice the number of persons to be appointed. The Nominating Committee in preparing the list and the faculty in electing the panel shall be guided by the general principle that the panel of preference should be broadly representative of the various components of the College of Arts and Sciences. Additional nominations may be made from the floor.

From the resulting list of candidates, the faculty shall select by mail ballot a panel of faculty preference to be submitted through the Dean to the Chancellor for appointment to the Executive Committee. Each voting member may make no more choices than there are posts to be filled and shall return the ballot in a sealed and signed envelope within five days to the Secretary to the Faculty. The Secretary, aided by tellers, shall tally these preference votes. Twice as many shall be selected as there are vacancies to be filled from the college and electoral rank order shall be reported by the Secretary to the Faculty and to the Chancellor. In the event of a tie vote involving the second, third, or fourth candidate, the electoral rank order shall be determined by a further vote to break the tie.

If a member of the Executive Committee resigns an appointment before the end of the regular term, whether this resignation be permanent or temporary, the faculty preference for replacement shall be determined as follows: if the resignation is submitted between the March faculty meeting and annual Nominating Committee report, the replacement preference shall be determined as a part of the regular procedure. If the resignation is submitted at any other time, the Nominating Committee shall present to the faculty a new list of persons for the replacement. The restrictions, procedures, and guidelines stated in the preceding paragraphs shall apply.

### **c. Schedule of Meetings**

The Executive Committee may convene as often as it deems necessary but not less than once a month. The responsibility for calling a meeting rests with the Chair, but meetings may be called by any member of the committee.

### **d. Attendance and Participation in Meetings by Faculty**

All meetings shall be open to the faculty wishing to attend except in those cases where the Executive Committee goes into executive session. All meetings shall be announced at least two days before they are to take place.

Any member of the College Faculty may submit to the Dean items for the agenda of the Executive Committee. Within one month of the date of submission, the Executive Committee shall discuss and take action on the item.

Participation in meetings by faculty who are not elected members of the Executive Committee may be obtained by written request submitted to the Committee at least one week prior to the scheduled meeting. The Committee may not refuse to hear a faculty member who has properly submitted a request except if the faculty member has been heard by the Committee at two previous meetings during the academic year; the Committee may decide to limit participation of nonmembers but such limits may not be less than fifteen minutes per participation.

Whenever matters pertaining to individual salaries are discussed, meetings shall be closed.

#### **e. Publication of the Agenda and Minutes of the Executive Committee**

The agenda for all meetings must be published to the faculty and Student Government at least two school days prior to the day that the meeting is to take place.

The unofficial minutes of the Executive Committee shall be published and distributed to the faculty prior to the next regularly scheduled meeting of the Executive Committee.

#### **Section 5. The Secretary**

The faculty shall elect at its April meeting a member of the Governing Faculty to serve as a Secretary to the Faculty for a term of three years. The Secretary may be elected to successive terms.

The Secretary shall record and distribute to the members of the faculty, to the Chancellor, to the office of the President of the University, to the members of the Citizens' Advisory Committee, to all heads of administrative offices, to the President of the Student Government Council, to the editor of the official college newspaper and to such persons as the Executive Committee may direct, the unofficial minutes of all meetings (except executive sessions) of the faculty, the votes, special reports and all other official actions of this faculty.

The Secretary shall act as the Electoral Officer for the conduct of elections and may select tellers to assist in the election. At the close of each academic year, the Secretary shall collect, compile and distribute to all members of the faculty, to the President of the Student Government Council, to the editor of the official college newspaper, and to such other persons as the Executive Committee may direct, all standing rules of the faculty which have been enacted or revised in the last preceding year.

The Secretary shall inform the faculty, its committees, and the administration of their responsibilities under the *Code* and *Standing Rules*.

The Secretary shall distribute to the faculty, to the Student Government Council, and to the Editor of the student newspaper, once each year the compilation of administrative rules and regulations submitted by the issuing authority as provided in Article I, Section 3(b) of the *Code* of the University of Michigan-Flint, in order for these to remain in effect.

The Secretary shall receive, retain, and make available to any member of the College Faculty on request the minutes of all meetings of the Executive Committee except those of executive sessions.

The Secretary shall distribute to the faculty the notices of faculty meetings normally at least a week, and in no case less than forty-eight hours, before the established meeting time. This rule may be suspended by the Executive Committee when, in its opinion, an emergency has arisen which will not permit delay in the calling of a meeting.

The Secretary shall receive items to be placed on the agenda of the faculty meetings from standing committees, members of the faculty, and members of the administration. Proposals submitted by students may be placed on the agenda through the appropriate standing committee.

#### **Section 6. Election of the Nominating Committee**

A Nominating Committee shall be elected by the faculty by mail ballot prior to the December faculty meeting each year and shall hold office from January 1 through December 31 of the following year. At least two weeks prior to the October meeting, the Secretary will invite nominations for the CAS Nominating Committee from each department and program of the College. The resulting list of nominees, arranged by divisional category, will be circulated to the faculty with the agenda for the November meeting where nominations for election to the Nominating Committee, specifically within each of the divisional categories plus two members-at-large, shall also be made from the floor. The Secretary to the Faculty shall then circulate to all voting members of the faculty an election ballot containing the names of all nominees arranged alphabetically within each of the divisions of Humanities, Natural Sciences and Mathematics, and Social Science, and the members-at-large. Faculty members may vote for no more than one person in each of the divisional categories. The election ballot shall be returned to the Secretary in a sealed and signed envelope within five days. The Secretary shall report the final results at the December meeting of the faculty. Members of the Nominating Committee may be nominated to other committees only from the floor.

### **Section 7. Election of Secretary to the Faculty and Members of Standing Committees**

The election of the Secretary to the Faculty and of the committee members will occur at the April meeting of the faculty.

The Nominating Committee, at least one week before the meeting of the faculty in which an election is to be held, shall offer a panel of candidates for the office of Secretary to the Faculty, representatives of the college on The University Faculty Assembly, and vacancies on the Executive Committee and faculty standing committees, chosen according to the regulations herein set forth; it shall nominate at least one person for each vacancy. In making nominations the committee shall provide that the various divisions of the college shall be broadly represented on the committees and that the Curriculum Committee shall have a member from each of the divisions and sufficient members-at-large to make a total of five.

Additional nominations may be made from the floor by any faculty member for any specific vacancy but a division may not be deprived of representation on those committees for which divisional representation is mandated.

All standing committees and other elective faculty offices shall be chosen by ballot. The Secretary shall act as the Electoral Officer. At the April meeting, the balloting for contested offices shall extend over a specified period of 60 minutes, previously announced, in order to facilitate voting by members of the faculty who have academic obligations permitting them only brief attendance.

When a vacancy on the Executive Committee or a vacancy of more than one year on any committee occurs for any reason, the Nominating Committee shall forthwith nominate a person for the vacancy and after due notice the position shall be filled at an election held at the next faculty meeting. When a vacancy of at most one year occurs on any committee but the Executive Committee, the Nominating Committee will appoint the replacement. Usually a vacancy will be filled for the remainder of the regular term of office; however, during a leave, the faculty member is automatically relieved of any committee position and an interim replacement shall be proposed by the Nominating Committee following the above procedure. It is the responsibility of the Chair of the Nominating Committee to ascertain the names of faculty members vacating committee posts temporarily because of leaves of absence.

The Nominating Committee, before the end of each academic year, shall appoint a College level appeal panel of no fewer than 20 members of the Governing Faculty of the College. The names of panel members shall be made public before the end of the academic year.

When a vacancy occurs on the Nominating Committee, the Secretary to the Faculty shall inform the faculty of the necessity to make nominations from the floor for the specific vacancy at the next faculty meeting. Balloting shall be by mail, a majority being required for election.

## **Section 8. Standing Committees**

Standing committees of the faculty will be the Committee on Academic Standards, the Committee on Admissions and Scholarships, the Committee on Curriculum, the Nominating Committee, and for the period of the summer interim, the Summer Interim Committee.

### **a. Membership of the Standing Committees**

There shall be two categories of committee membership: (a) faculty members and (b) student members. All members of the Governing Faculty shall be eligible for committee service as faculty members. Sophomores, juniors and seniors who are currently registered for at least nine credits of course work and are in good standing in the College of Arts and Sciences shall be eligible for committee service as student members on designated standing committees. Student members shall possess the usual rights of committee membership except that they are not eligible to serve as Chair or Secretary. The selection of student members will be made by the Student Government Council after a receipt of a written request by the Secretary to the Faculty at the start of each academic year, and thereafter if a student vacancy occurs. In this case, the vacancy will be filled for the remainder of the term of office (i.e. the academic year).

The term of office for members of the Nominating Committee shall be for one year; for members of the Summer Interim Committee it shall be for the duration of the summer program following their election; for all other committees it shall be three years and shall be arranged so that at least one vacancy occurs each year; for student members of designated committees it shall be one year.

A faculty person may not serve on the same committee more than two full terms without a lapse of at least one year except on the Nominating and Summer Interim Committees. A student may not serve more than two consecutive one year terms on the same committee nor may a student serve on more than two committees at the same time.

Faculty members may without prejudice withdraw their names as candidates for committee membership or resign membership on committees. The Dean of the College or the Dean's designate shall be a member *ex officio* of all committees except the Nominating Committee.

### **b. Committee Organization**

The Chair and the Secretary of each committee shall be chosen from the Governing Faculty membership at a meeting called within the first three weeks of the fall semester. The responsibility for calling this organizational meeting rests upon the faculty member whose last name is first, alphabetically, on the new committee roster. The terms of office of the Chairs and the Secretaries, except for the Summer Interim Committee, shall be one academic year. The term of office for the Summer Interim Committee shall be the summer interim.

A member of a committee may not serve more than two successive terms as Chair.

### **c. Function of the Committees**

It shall be the function of the committees to consider such matters as are related to their specific subject of concern, as initiated by the membership of the committees, or as referred to them by the faculty or the administrative officers of the college; and to make recommendations thereon for the faculty consideration.

In matters delegated by the faculty, committees may act for the faculty.

Committees shall report regularly to the faculty on the results of their deliberations and upon the actions which they have taken for the faculty.

At any time, faculty committees, by vote, may invite visitors to a particular meeting in order to consider matters of mutual interest.

## **Section 9. The Committee on Academic Standards**

The Committee on Academic Standards shall consist of five faculty and two student members and, *ex officio* without vote, the Registrar, the Director of the Academic Advising Center, the Director of Admissions, and Dean for Student Services. It shall be concerned with the maintenance of academic standards in the college.

It shall periodically review and recommend to the faculty systems of grading, the functioning of existing grading practices, and the crediting of course work; it shall act for the faculty in reviewing academic deficiencies and take appropriate action thereon; it may grant exceptions to academic regulations, standing rules and academic requirements. It shall have the authority to investigate and to act for the faculty in all cases of cheating, plagiarism and other forms of student dishonesty. The committee shall consider a request that any of its members be disqualified from consideration of any individual case on the basis of conflict of interest. The committee shall act for the faculty as the final point of appeal on all matters within the province of the Governing Faculty as delegated by the Board of Regents except that a decision of the committee may be appealed by a member of the faculty to the Governing Faculty. The committee shall also perform such other functions as shall be hereinafter assigned and as otherwise delegated by the faculty. Student members may attend meetings of the committee when individual students are being considered unless otherwise requested by the student being considered. The committee shall schedule at least two general policy meetings a semester open to all its members.

## **Section 10. Committee on Admissions and Scholarships**

The Committee on Admissions and Scholarships shall consist of five faculty members, two student members, and, *ex officio* without vote: the Dean of Student Services, the Director of Admissions, and the Director of Financial Aid, or their designates. It shall review and recommend to the faculty requirements for admission to The University of Michigan-Flint and shall review the administration of the admission requirements established by the faculty. It shall also periodically review the methods of student selection.

The committee shall review and recommend to the Dean policies on the assignment of financial or other recognition of superior scholarship.

## **Section 11. Curriculum Committee**

The Committee shall consist of one faculty member each from the divisions residing permanently or temporarily in the College of Arts and Sciences and sufficient members-at-large to make a total of five members, plus the Dean of the College or the Dean's designated representative and two student members, each either a junior or a senior concentrating in different divisions. Elections to faculty positions shall be so adjusted that no more than three terms will end in any given year. The committee shall communicate regularly with the Editor of the UM-Flint *Catalog* and shall inform the Editor of any curriculum changes pertinent to the *Catalog*.

The Curriculum Committee shall study the operations of the academic requirements adopted by the Governing Faculty; originate proposals which would further the educational objectives of the college; receive, consider and make recommendations to the Governing Faculty in regard to changes in the curriculum, including changes in general graduation requirements and distribution requirements, introduction of any new academic programs, and changes involving matters lying outside the jurisdiction of any single department or council of a recognized program. The committee shall act for the Governing Faculty in any minor matter having to do with adjustment of existing course offerings.

During the periods of time when the faculty does not meet or when the Summer Interim Committee does not meet (between the last April meeting of the faculty and beginning of the summer session), the committee may act for the faculty when a curriculum decision should be made to expedite the operation of the college. Before the next regular meeting of the faculty, the committee shall submit a written report of action taken for the faculty.

## **Section 12. Summer Interim Committee**

The Summer Interim Committee shall consist of two sections of five members and two student members each. Faculty members shall be members of the summer faculty and student members must be currently in good academic standing and enrolled for at least four credits. The term of the first section of the Summer Interim Committee shall begin on the first day of the Spring Term (Summer Session I) and end on the last day of the Spring Term (Summer Session I). The term of the second section shall begin on the first day of the Summer Term (Summer Session II) and continue until the first day of the Fall Semester. Efforts will be made to secure continuity of some members from Spring Term through Summer Term. Approvals by the Summer Interim Committee of matters ordinarily requiring a vote of the Governing Faculty shall not be valid after the following Fall Term.

## **Section 13. Council of Chairs**

The Council of Chairs shall be comprised of the chair of each department and the director of each program in the College of Arts and Sciences, its Dean and the Associate Dean. The Council shall meet regularly to facilitate a consistent flow of information between the departments and the Dean, and from the Council to other administrative units within the University.

The Council of Chairs is charged with the responsibility of advising the Dean of department needs and concerns, particularly in the areas of budget planning, scheduling of classes, equipment purchases, staffing, merit, matters of promotion and tenure, and of providing on-going input into the decision-making processes that affect the interests of CAS. Each individual chair and director serves as a departmental or program advocate; the Council of Chairs as a whole serves as an advocate for CAS vis a vis other university agencies,

committees and offices. The role of the Council of Chairs is not to be construed in a way that would preempt or compromise the defined responsibilities of the Executive Committee.

Inasmuch as chairs and directors are responsible for representing their departments and programs, the Dean and other administrative agencies are responsible for providing them with the information that allows them to conduct their business in a timely and informed manner.

When a department chair or program director is unable to participate in the Council for any reason, the department may designate a faculty substitute.

## **Article II. Faculty Meetings**

### **Section 1. General Authority**

The Governing Faculty at regularly called meetings shall constitute the legislative authority of this college as delegated by the Board of Regents, for the promulgating and reviewing of necessary rules and regulations for the government and administration of this college and for the election of its committees. It shall adopt the rules for its own government and procedure and shall maintain a record of faculty action duly entered in minutes kept for the purpose. (See Regents *Bylaws*: Section 5.04.)

### **Section 2. Notice of Meetings**

Written notices of faculty meetings shall be sent from the office of the Dean to all members of the college faculty, the Student Government Council, and the Editor of the student newspaper, in time to be delivered normally at least a week, and in no case less than forty-eight hours, before the hours set for such meetings. This rule may be suspended by the Executive Committee when, in its opinion, an emergency has arisen which will not permit delay in the calling of a meeting.

### **Section 3. Meetings**

The Governing Faculty shall meet once each month, from September through April, normally in the first week of each month, except for September and January, when the meeting shall be in the second week. The day of the week shall be determined at the beginning of each semester. If the College is not in session on that day, the faculty meeting will normally be held the same day of the following week.

The Dean of the College shall chair the faculty meetings.

### **Section 4. Special Meetings**

A special meeting of the faculty may be called by the Executive Committee or by the Dean, and the Dean shall call a special meeting when requested by petition. Such a petition shall be signed by not less than five members of the Governing Faculty, and shall state the purpose of the meeting.

A special executive session of the faculty may be called by the Chancellor or by the Presiding Officer, when requested by petition. Such a petition shall be signed by not less than five members of the Governing Faculty, and shall state the purpose of the meeting. Only Governing Faculty members and those faculty who have been voted courtesy attendance shall be present in executive session, and no final action on any resolution may be taken therein.

## **Section 5. Quorum**

Twenty-five percent of the Governing Faculty not on leave shall constitute a quorum to do business, but a smaller number may receive reports and special orders, discuss any matter properly before them, and adjourn the meeting to another day: provided, however, that no motion shall be in order to amend, repeal, or adopt a standing rule of the faculty, or to adopt, repeal, or modify any legislative policy, nor shall any election be held, nor any expression on college policies be recorded in the absence of a quorum. A call to determine the presence of a quorum may be made at any time by any member of the Governing Faculty.

## **Section 6. Observers at Faculty Meetings**

Any member of The University of Michigan-Flint community (faculty, currently enrolled students, alumni, staff, and administrative officers) who is not a member of the Governing Faculty of the College of Arts and Sciences has the privilege of observer status, without vote, at faculty meetings. Observers shall have the privilege of the floor when recognized by the Presiding Officer. The Governing Faculty, by majority vote of those present at any meeting, may determine that any item on the agenda shall immediately be considered in executive session. Only members of the Governing Faculty shall be present in executive session, and no final action on any resolution may be taken therein.

## **Section 7. Rules of Parliamentary Procedure**

In the absence of specific provision to the contrary, the rules of parliamentary procedure which shall be followed shall be the procedure prescribed in Robert's *Rules of Order*.

## **Section 8. Proposals for New Business**

Every proposal to amend, repeal, or adopt a standing rule of the faculty or to amend, repeal, or adopt any legislative policy shall be submitted to the faculty through the Dean of the College in time to be circulated as part of the agenda at least forty-eight hours before a meeting. This rule may be suspended at any meeting, having a quorum in attendance, by two-thirds consent.

## **Section 9. Agenda**

At least forty-eight hours before each regularly scheduled faculty meeting, the Secretary to the Faculty of the College of Arts and Sciences shall circulate to the faculty an orderly agenda for the meeting, in which all the items received by the Secretary at least seven days prior to the meeting shall be listed. Items which are later circulated to the Faculty as provided in this Code will be added as supplements to the agenda in the order in which they are received by the Secretary. This agenda will be presented to the faculty by the Secretary at the beginning of each faculty meeting.

## **Section 10. Amendment of the Faculty Code**

Proposals to amend the Code of the College of Arts and Sciences shall be submitted in writing to the faculty at least fourteen days before the proposal is to be considered formally. Such proposals must be transmitted to the Code and Governance Committee of the University of Michigan-Flint for review and comment.

Amendment of the Faculty Code shall require a two-thirds vote of the Governing Faculty voting.

Notes:

In the CAS Feb. 4, 1993 minutes, the Council of Chairs language says it will appear as Section 12; this should read Section 13.