

College of Humanities Charter

Article I. College Council

Section 1. The voting members of the College Council of the College of Humanities shall consist of the tenure-line faculty of the College (as defined in University [Policy 6-300](#)), one career-line faculty member from each department and where possible, degree granting programs, and student representatives. Student representatives shall be one undergraduate and one graduate student from each department and degree granting programs within the college. Each department chair and director of a degree granting program in consultation with its Student Advisory Committee, shall appoint the two student representatives. The Dean of the College may invite other persons to attend Council meetings and to participate in the discussion.

Section 2. The Dean of the College will convene the Council when necessary and provide it with an agenda circulated in advance. Any twelve voting members may petition the Dean to hold a special meeting of the Council on a specified agenda, provided that not more than a third of the petitioners shall be student representatives. In all meetings of the Council the Dean of the College or a designated representative shall preside.

Section 3. The Council shall have authority to set general academic policy for the College and to review actions of the College committees set out in Article II within the powers granted to it by University Regulations. (In particular, see [Policy 6-001](#) and [Policy 6-003](#)).

Section 4. One-third of the voting members shall constitute the quorum of the College Council.

Article II. Committees

Section 1. The standing committees of the College of Humanities shall be the Executive Committee, Retention, Promotion, Tenure and Appointments Advisory Committee, Career Development Committee, Curriculum Committee, the Educational Technology Committee, and the Diversity Committee.

Section 2. Committee Membership. Each department shall have at least one representative on standing committees. Annual election and appointment of committee members shall be made by April 30 of the spring semester preceding the year these members are to serve. The term of elected or appointed members shall commence at the beginning of the fall semester following their spring election or

appointment. Unless prohibited from doing so by University policy, the Dean or his or her designee shall serve as an ex officio member of all standing committees except the Executive Committee, which he or she chairs.

Section 3. The Executive Committee shall consist of the Dean of the College or the Dean's representative (who serves as Chair), the Chairs and Directors within the College, one tenure-line faculty representative from each department elected annually by the department, and two elected career-line faculty from any department in accordance with College Election Guidelines (included below as Article IV). The Executive Committee shall convene at the discretion of the Dean. It will set the agenda for Council meetings and serve as an advisory board to the Dean. Proposals approved by the Executive Committee needing College Council approval may be circulated to the members of the College Council with the indication that the proposal will be automatically approved unless twelve members petition the Dean in writing within ten days to request a College Council meeting.

Section 4. Retention, Promotion, Tenure and Appointments Advisory Committee. Members of this committee are elected by Departments from the tenured faculty in accordance with College Committee Election Guidelines. Department Chairs are ineligible for election. Three members shall be elected in one year and four members the next year for two year terms. No members will serve more than two consecutive terms. The Dean shall call a meeting of the committee at the start of each fall semester at which time the committee will select its chair from its own elected members. The selected chair will not serve in that capacity for more than two consecutive years. Members cannot vote on cases from their own departments, but participate fully in all committee discussions; this participation must not take the form of advocacy either for or against the candidate or the departmental recommendation.

The committee's purposes are to vote on and make recommendations to the Dean on formal retention, promotions, and the award of tenure and to vote and make recommendations to the Dean on the appointment of new faculty to the ranks of Associate or Full Professor as described in University policies 6-302, 6-303, and 6-311, Section 3.B. The Dean will accept recommendations for appointment of non-tenured tenure-line and career-line faculty from departmental appointment committees and the department chair. This committee also may be requested to review and make recommendations to the Dean regarding the approval of new or revised departmental RPT and faculty appointment guidelines.

Section 5. Career Development Committee. Members of this committee shall consist of a representative from each department within the College elected by each department from its tenured faculty members in accordance with College Election Guidelines. Members of the committee will serve two year terms. No members will serve more than two consecutive terms. The Dean or his designee shall call a meeting of the elected committee by October 1, at which time the committee will select its chair from its own members. A Chair of the Career Development

Committee will not serve in that capacity for more than one year. Upon review of faculty submitted proposals, the committee makes recommendations to the Dean for sabbatical leaves, post-tenure research leaves, international travel and research grants and other College funded career development opportunities as they may come available.

Section 6. Curriculum Committee. Membership on the Curriculum Committee shall consist of a representative from each department and degree granting programs within the College appointed by the department chair or program director. Normally, those appointed will be the faculty members charged with departmental and program curricular and course scheduling responsibilities. The Associate Dean for Academic Affairs serves as the chair of the Curriculum Committee. The committee reviews curriculum requests and proposals for new or revised graduate degrees, emphases and certificate programs and new or revised undergraduate majors, minors and certificates.

Section 7. Educational Technology Committee. The membership of this committee consists of one faculty member from each department within the College. The members will be appointed by the Dean on the recommendation of chairs. The chair of the committee will be appointed by the Dean. The committee is charged with making recommendations to the Dean concerning educational technologies and College operations involving such technologies

Section 8. Diversity Committee. Members of this committee shall consist of a tenure-line representative from each department and one career-line faculty within the College. Tenure-line representatives are appointed by the department chair. Career-line faculty will be elected in accordance with College Election Guidelines set out in Article IV below. Members of the committee will serve two year staggered terms. The committee will select its chair from its own members. A Chair of the Diversity Committee will not serve in that capacity for more than one year. This committee is charged with increasing the College's visible commitment to diversity, including the recruitment and retention of students, faculty, and staff within the College and University. This committee will support first generation scholarship fundraising efforts, collaborate with the larger community, and serve as an advisory committee to the Dean.

Section 9. Ad Hoc Committees. Ad Hoc committees may be created at the Dean's discretion and appointment. These committees serve as information resources and are advisory to the Dean.

Section 10. Secondary Committees. Secondary Committees consist of standing committees that although important are not essential to implementing University policy. A listing of current committees and the representatives will be distributed to College faculty and will be posted on the College website at the beginning of each academic year.

Article III. Inter-college Relationships

It is expected that the various college committees will not hesitate to recommend consultation with other colleges of similar academic interests, particularly in regard to curriculum and graduation requirements.

Article IV. Committee Election Guidelines

A. Committee Description and Election Eligibility

Section 1. College Career Development Committee

- a. Elected members serve a two-year term and cannot be elected to serve more than two consecutive terms.
- b. Only tenured faculty are eligible to participate in the election and for election.
- c. Faculty awarded sabbatical, research assignment, faculty fellowship, parental leave, or are on leave without pay and are released from service responsibilities during the term of service, are not eligible for election.
- d. Members of the Career Development Committee are not eligible to apply to the Career Development Committee for leave or grants.
- e. Faculty on phased retirement are eligible for election but may decline if their total assignment(s) is/are .50 FTE or lower.

Section 2. College Executive Committee

- a. One tenure-line faculty member elected by each department to serve a one-year term. Only tenure-line faculty are eligible to participate in the departmental election and for election.
- b. Two career-line faculty members shall be elected from College career-line faculty for two year staggered terms. Career-line faculty at .75 FTE or above are eligible for election. Only Career-line faculty are eligible to vote. The College will conduct this election annually.
- c. Faculty on leave either fall or spring semester during the first term of Service are not eligible for election.
- d. Faculty on phased retirement are eligible for election but may decline if their total assignment(s) is/are .50 FTE or lower.

Section 3. College RPT Advisory and Appointments Committee

- a. One member from each department is elected to serve a two-year term and cannot be elected to serve more than two consecutive terms.
- b. Only tenured and preferably faculty who hold the rank of Full Professor are eligible for election.
- c. Faculty who may be advanced to tenure for the following year should not appear on the ballot.
- d. Faculty awarded sabbatical, research assignment, faculty fellowship, parental leave, or are on leave without pay and are released from service responsibilities during the term of service, are not eligible to be elected to the RPT Committee.

Section 4. College Diversity Committee shall consist of:

- a. One tenure-line faculty representative from each department is appointed by the department chairperson to serve a two-year term and cannot be appointed to serve more than two consecutive terms.
- b. One Career-line faculty at .75 FTE or above is elected to serve a two-year term and cannot be elected to serve more than two consecutive terms. Only Career-line faculty are eligible to participate in this election. The College will conduct this election annually.

B. CONDUCTING ELECTIONS

When presenting eligible voting faculty with lists of faculty eligible for election, the following information should be included:

- a. The name of the representative currently serving on each committee.
- b. Faculty ineligible for election should be not appear on ballots.
- c. Election results should include two alternates, those receiving second and third place votes.

Article V. Amendment

This Charter may be amended by a majority of the members of the Council, provided that advance notice of intent to amend the Charter is given. The contents of the Charter, including any amendments, are submitted to and subject to final approval by the Academic Senate Executive Committee, and then presented for the Information of the Academic Senate, per Policy 6-003.

Approved by College Exec Committee 2-26-92 (change to Article II, Section 9 approved 5-7-92)

Approved by College Council 3-12-92

Editorial changes (change to semesters/Linguistics as a Department) 2/23/99

Change to Section 10 making committee membership five, 9/12/00

Revision to include only committees required to implement university policy and procedure approved by College Executive Committee on 3/25/04.

Revisions to include "Diversity Committee" as a standing committee of the College approved by College Executive Committee on 3/26/08.

Revisions to include election of one Career-line representative to Executive Committee and to Diversity Committee approved by College Executive Committee on 3/18/2014. Article IV College Election Guidelines revised and approved by Executive Committee 3/18/2014.

Revised Charter (including election guidelines) approved 10/23/2014.

Complete revised Charter approved by the Academic Senate Executive Committee
per Policy 6-003 [---date]