CONSTITUTION

of

The College of Natural Sciences

April 1975
Revised April 1979
Revised September 1987
Revised April 1993

ARTICLE I

The name of the organization shall be the Faculty of the College of Natural Sciences.

ARTICLE II

Members

Section 1. The Faculty of the College of Natural Sciences shall consist of all those holding full-time or part-time appointments at instructor or higher rank within the College. The voting Faculty of the College of Natural Sciences shall consist of all those with full-time appointments having the rank of instructor or higher who are members of the Departments of Biological Sciences, Chemistry, Geosciences, Mathematics and Statistics, or Physics or the School of Nursing. Cases of disputed membership in the Faculty will be decided by the Dean, College of Natural Sciences.

Section 2. Membership in the Faculty shall not lapse because of sabbaticals, leaves of absence, or part-time assignments elsewhere in the University. Although faculty may not lose voting privileges nor membership in the Faculty of the College because of assignment to teaching or administrative responsibilities elsewhere, such members should not represent their Department/School or College where conflict of interest due to such assignment can occur.

Section 3. During the summer, or other times classes are not normally in session, the membership of the Faculty shall consist of those who satisfy the requirements in Sections 1 and 2 above, and shall be entitled to vote.

ARTICLE III

Duties and Responsibilities

Section 1. The Faculty of the College of Natural Sciences shall teach, advise students and be responsible for all assigned duties, including service on standing committees, and participate in the administration of College affairs, to the extent that power to do so is delegated. Research, or other creative activities, as a concomitant to good teaching, is encouraged. It shall further be the responsibility of the Faculty to ratify and/or amend the Constitution and to otherwise uphold it.
Section 2. It shall be the duty and responsibility of the Faculty to work through proper channels to change those administrative decisions with which the Faculty cannot agree.

ARTICLE IV

Organization of the College of Natural Sciences

Section 1. The Dean, College of Natural Sciences, shall administer the College.

Section 2. The Dean shall be advised and assisted in administration by an Executive Committee made up of the Chairs of the Departments of Biological Sciences, Chemistry, Geosciences, Mathematics and Statistics, and Physics and the Director of the School of Nursing. The Dean shall schedule meetings of the Executive Committee and shall work closely with this group in administering the affairs of the College. The Dean may create subcommittees within the structure of the Executive Committee or may create ad hoc committees when he/she deems it desirable. The Faculty of the College shall be notified of the creation of such subcommittees.

ARTICLE V

Staff Officers of the College of Natural Sciences

Section 1. Dean, College of Natural Sciences

A. Procedures for Selection or Reappointment

a. An ad hoc committee shall be appointed for the purposes of reviewing the selection procedures and to conduct the election of the Dean Selection Committee.

b. The Dean Selection Committee shall consist of seven (7) members from the College, a college dean designated by the Faculty Senate, and the Provost or designee, who will serve as an ex-officio, non-voting member.

c. Each Department and School must have representation on the Dean Selection Committee, each Department and School nominating an official nominee, with one (1) additional at-large member to be nominated from the Faculty of the College. Nominees for the at-large position will be by petition when signed by ten (10) faculty members including the nominee, thereby indicating willingness to serve, if elected.

d. Voting will be by secret ballot of the Faculty, at designated polling places, with the nominee from each Department or School receiving the highest number of votes becoming the Department or School representative. The at-large nominee receiving the highest number of votes, irrespective of Department or School membership, becomes the member at-large. In the event of tie votes, run-off elections shall be held, first eliminating those members not receiving tie votes, consistent with the requirement that each Department or School have...
representation on the Committee.

e. **The Dean Selection Committee** will elect a Chair to conduct the business of the Committee without further authorization from the College Faculty. However, this Committee will be guided by Executive Memorandum 83-06, "Selection and Review of Academic Dean," or subsequent directives promulgated by the President of the University or his designee. The Committee will further establish its own processes conforming to all University regulations and deadlines.

**B. Duties and Responsibilities of the Dean**

a. It shall be the duty and responsibility of the Dean, College of Natural Sciences, to administer the College. The Dean should vigorously present the goals and academic aspirations of the various Departments and School to the administration and, through proper documentation, justify the needs for budgetary support.

b. Funds should be allocated in an equitable manner with the counsel and advice of the Executive Committee.

c. The Faculty of the College should be kept informed by the Dean through meetings of the Faculty of the College or through memoranda of:

i. Directives not otherwise distributed which affect the faculty.

ii. Committee assignments or appointments to University-wide committees where faculty members serve as the representative of the College. Such assignments should be publicized so that qualified, interested faculty may apply for such assignments.

iii. The Dean may call a meeting of the Faculty of the College when he/she deems it necessary and shall call a meeting of the College when requested by a majority of the Executive Committee or when petitioned by a minimum of ten (10) faculty members of the College. The Dean will notify the faculty of meetings by distributing an agenda one week prior to any called meeting.

iv. The Dean shall determine the presence of a quorum at any meeting, which shall consist of a majority of those members eligible to vote at that meeting; however, absent members may be represented by signed proxies, with prior approval of the Dean, and will be counted as present for the purposes of determining the presence of a quorum.

**Section 2. Department Chairs and School Director**

Department Chairs and School Director shall be nominated by the respective Departments or School in accordance with that Department's or School's constitution or bylaws, following procedures prescribed by the administration. Department Chairs and School Directors shall comprise the Executive Committee of the College. The Department Chairs...
and School Director shall administer the Departments and School with the advice and consent of the Department or School faculty.

ARTICLE VI

College of Natural Sciences Committees

Section 1. Authorization

The Dean, College of Natural Sciences, may authorize committees to be charged with specific duties and such committees as may be mandated by University decree; to include, but not be limited to, the following standing committees:

a. Academic Policies and Status Committee
b. Affirmative Action Committee
c. College Personnel Committee (RTP)
d. Faculty Leaves and Development Committee
e. Learning Resources Committee

Section 2. Membership

Each Department and School must have representation on each College standing committee, each Department and School electing an official representative. An exception to this procedure is made in the case of the Learning Resources Committee. The membership of the Learning Resources Committee shall be the six current Chairs of the various Department and School Learning Resources Committees.

Students, where mandated, or permitted and deemed desirable by the committee, may be added to the membership of the committee in a manner prescribed by the committee.

In the event of vacancies on the standing committees, replacements will be elected consistent with the requirement that each Department and School shall have representation on each committee.

Section 3. Term of Office

Term of office will normally be for two years and no committee member may serve more than two consecutive terms. When forming new committees or combining two or more committees into one committee, the College will hold an election. The four committee members receiving the highest number of votes will be elected for two-year terms. The three receiving the next highest votes will be elected for one-year terms. Voting will be by secret ballot of the Faculty, at designated polling places.

Section 4. Each committee will organize itself, elect or choose a chair and may delegate duties and responsibilities to subcommittees if so desired.

Section 5. Each College standing committee is charged with presenting a summary of the year's activities, and may make recommendations during a scheduled College of Natural Sciences
faculty meeting or in written form. This should occur late in each academic year.

Section 6. Duties and Responsibilities of College Standing Committees

A. Academic Policies and Status Committee

i. The general purposes of the Academic Policies and Status Committee will be to propose direction and academic emphasis for the College, to correlate Department and School degree programs and courses, and determine student admission and readmission standards for the programs of the College.

ii. The Academic Policies and Status Committee will be concerned with the content and quality of all courses or programs offered within the College and with interrelationships and effect upon other courses and programs.

iii. It shall be the responsibility of the Committee to review new course proposals when submitted, following the format prescribed by the Committee. After due deliberation and final decision, the submitting Department or School will be notified, in writing, of the action of the Committee. When a majority of the Committee deems it desirable, existing courses taught within the College may be reviewed. The Committee may make recommendations to the Departments and School concerning such courses.

iv. The Committee shall act on applications for readmission and make recommendations concerning such applications.

v. The Committee may delegate responsibility to subcommittees if desirable and permissible by University policy.

vi. Procedures established by the Committee shall conform to University regulations, including those of the Graduate School, when applicable.

B. Affirmative Action Committee

The Affirmative Action Committee is established and operates in compliance with Section 12.12 of the current Faculty Personnel Policies and Procedures. It shall have access to all materials involved in the hiring process and shall review the appointment recommendations and all accompanying documents and memoranda.

C. College Personnel Committee (RTP)

i. Membership. By University decree, membership is limited to tenured faculty. Membership is further restricted in that no faculty member may serve on this Committee who participates in the personnel review process in any official capacity at any other administrative level.

ii. Procedures. The College Personnel Committee shall establish its own procedures, which may not, however, conflict with the current Faculty Personnel Policies and Procedures and/or the current Unit 3 Memorandum of Understanding.
iii. The College Personnel Committee may submit recommendations concerning personnel matters to the Dean, College of Natural Sciences, to the Faculty Senate, and to the President of the University.

D. Faculty Leaves and Development Committee

i. The function of the Faculty Leaves and Development Committee shall be to review applications for Sabbatical Leave by faculty members of the College and to rank in order of priority such Sabbatical Leaves as may be available to the College. These ranked recommendations will be forwarded through appropriate channels to the Provost.

ii. The Faculty Leaves and Development Committee will also review applications for Meritorious Performance and Professional Promise Awards (MPPPA) for faculty members of the College. The Committee will make MPPPA recommendations in accordance with University policy.

iii. The Committee will also recommend to the Dean the awarding of Base Allocation funds and Unit Incentive funds

iv. The Committee, in recommending the awarding of Base Allocation funds, should consider but not be restricted to the following parameters:

   (1) Research and publication costs.

   (2) Active participation in professional meetings.

   (3) Attendance at professional meetings, seminars, workshops, etc.

Unit Incentive funds are awarded to encourage and support faculty who are directly involved in grant activities. Preference will be given to individuals and the Department/School responsible for generating these monies by obtaining extramurally funded grants. It is expected that award of these funds will result in submission of a grant proposal by the recipient of the award.

The College Faculty Development Committee will call for funding requests two times each year.

v. The Committee will organize itself and establish its own guidelines in conformity with University rules and regulations, including the current Faculty Personnel Policies and Procedures and/or the current Unit 3 Memorandum of Understanding.

E. Learning Resources Committee

The functions of the Learning Resources Committee shall be to represent the College concerning those library, audiovisual, computers, and related University-wide areas of concern to the Faculty of the College. The Committee will designate College representatives to University-wide committees in the areas of its responsibilities, with the concurrence of the Dean of the College of Natural Sciences.
ARTICLE VII

Amendments to the Constitution

The Constitution may be amended by a two-thirds majority of those faculty eligible to vote, after presentation and discussion of the proposed amendments at a scheduled College of Natural Sciences meeting. Proposed amendments must be submitted to the Faculty at least one week prior to the vote on any proposed amendment. Amendments shall be ratified by secret ballot in a College-wide vote.

ARTICLE VIII

Ratification

The Constitution of the College of Natural Sciences, upon ratification by the Faculty of the College, by a two-thirds majority, shall supersede all previous guidelines and become the official document for the College. Where conflict with University rules and regulations arises, the University regulations will take precedence over those of the College.

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