Faculty Senate Executive Committee
Tuesday, September 6, 2016
1:00p.m. – 3:00 p.m., Adelbert Hall, Room M2

1:00 p.m.	Approval of Minutes from the April 14, 2016, Executive Committee Meeting, *attachment*	Peter Harte
1:05 p.m.	President and Provost's Announcements	Barbara Snyder Bud Baeslack
1:15 p.m.	Chair's Announcements	Peter Harte
1:25 p.m.	SOM- Merger of Department of Environmental Health Sciences into Department of Epidemiology and Biostatistics, *attachment*	Jonathan Haines
1:35 p.m.	Revisions to SON By-Laws, *attachment*	Allison Webel
1:45 p.m.	Revisions to Faculty Senate Handbook and By-Laws: Nominating Committee Charge; Committee on University Libraries Charge; Quorum and Voting Provisions, *attachment*	Ken Ledford
1:55 p.m.	Discussion of Electronic Voting Procedure	Peter Harte
2:10 p.m.	Proposal for New Learning Management System, *attachment*	Tina Oestreich
2:30 p.m.	Revisions to CAS By-Laws, *attachment*	Kimberly Emmons
2:35 p.m.	PCUE Update	Kimberly Emmons
2:45 p.m.	Approval of Faculty Senate Agenda, *attachment*	Peter Harte

Faculty Senate Executive Committee
Minutes of the September 6, 2016 Meeting
Adelbert Hall, Room M2

Committee Members in Attendance
Barbara Snyder, President
Bud Baeslack, Provost
Peter Harte, SOM, chair
Juscelino Colares, LAW, vice chair
Kimberly Emmons, CAS
Cathleen Carlin, SOM
Ibrahim Tulunoglu, SODM
Vasudevan Ramanujam, WSOM
Gerald Mahoney, MSASS
Horst von Recum, CSE
Amy Zhang, SON

Others Present:
Paul Macdonald, chair, Committee on Graduate Studies
Steve Hauck, chair, FSCICT
Maureen McEnery, chair, Nominating Committee
Kenneth Ledford, chair, By-Laws Committee

Absent:
Roy Ritzmann, CAS, past chair
Robert Strassfeld, LAW

Guests:
Jonathan Haines
Allison Webel
Tina Oestreich

Call to Order
Professor Peter Harte, chair, Faculty Senate, called the meeting to order at 1:00 p.m.

Approval of Minutes
The minutes of the April 14, 2016 meeting of the Faculty Senate Executive Committee were reviewed and approved. *Attachment*

President's Announcements
President Snyder welcomed all members of the Senate Executive Committee to the first meeting of the year. President Snyder said that health insurance premiums will increase this year in both of the university's self-insured plans. The two plans will now offer alternative reproductive therapy coverage

with a lifetime limit of $10,000. This will be announced shortly. Healthspan has gone out of business and the university will offer insurance through CLEVECARE to those who were insured through this plan. Employees insured under this plan won't see a rate increase at least until the end of the calendar year.

Provost's Announcements

The Provost welcomed committee members and reminded them about the Inamori Ethics Prize symposium and lecture at the end of the week.

Chair's Announcements

Prof. Harte welcomed all members of the Committee and said that the August Faculty Senate Retreat had been very productive.

SOM- Merger of Department of Environmental Health Sciences into Department of Epidemiology and Biostatistics

Professor Jonathan Haines, interim chair of the Environmental Health Sciences department and chair of the Epidemiology and Biostatistics department, discussed the proposed merger of Environmental Health Sciences into Epidemiology and Biostatistics. Currently there are no primary faculty in the Environmental Health Sciences department, the masters and PhD programs have been suspended and no students remain in the programs. The missions of these two departments have become increasingly interconnected and the department of Epidemiology and Biostatistics is a logical home. The Environmental Health education programs will be offered through the new department and the Swetland Center will be administered there also. The Executive Committee voted to include the proposed merger on the Faculty Senate agenda, with one committee member abstaining.
Attachments

Proposed Revisions to SON By-Laws

Professor Allison Webel presented proposed revisions to the SON By-Laws. The Executive Committee voted to approve the revisions on the condition that the language in Sections 13 and 14 regarding memberships in and quorums for the SON Grievance and Academic Integrity Boards be clarified prior to Senate review. Prof. Ledford will work with the SON to draft language for these sections.
Attachment

Revisions to Faculty Handbook and By-Laws

Prof. Ledford, chair of the Faculty Senate By-Laws Committee presented minor revisions to the charge for the Faculty Senate Nominating Committee in Chapter 2 (to officially add a representative from PHED to the committee membership) and the charge for the Faculty Senate Committee on University Libraries contained in the Senate By-Laws (to correct an error in the charge that refers to nine faculty members when there are actually 10). The revisions had been approved by the Senate By-Laws Committee last spring. The Executive Committee voted to include the proposed revisions on the Faculty Senate agenda. *Attachments*

Prof. Ledford also presented revisions to the Senate By-Laws pertaining to voting procedures in Senate meetings, quorums and adoption of motions (By-Law III, Items b, j and I). With respect to voting procedures, the Senate voted last year to permit electronic voting in Faculty Senate meetings. The By-Laws should be revised to reflect this change. The Executive Committee voted to include these proposed revisions on the Faculty Senate agenda. *Attachment*

Discussion of Electronic Voting Procedure

The Executive Committee discussed whether electronic voting in Senate meetings should be open or anonymous. The consensus of the Committee was that the default position should be open voting since currently senators can see who votes for or against a particular issue just by looking around the room. Profs. Harte and Colares agreed to formulate a statement addressing the issues discussed at the Executive Committee meeting and to send the statement to the By-Laws Committee for review.

Proposed Revisions to CAS By-Laws

Professor Kimberly Emmons presented minor revisions to the CAS By-Laws. The Executive Committee voted to forward the CAS By-Laws to the Senate By-Laws Committee for review. *Attachment*

Proposal for New Learning Management System

Tina Oestreich, Senior Director, Teaching and Learning Technology, UTech, presented a proposal for a new learning management system. Currently Blackboard is only being used in 43% of for-credit courses at CWRU. Faculty and students have expressed dissatisfaction with Blackboard and students have been frustrated with the variable use of Blackboard by faculty. UTech is proposing that the university use a new LMS known as Canvas. Canvas was piloted by approximately 17 CWRU faculty and 1500 students and general impressions were positive. The Learning Management System Faculty and Staff Advisory Committee is recommending that the transition to Canvas begin in the spring of 2017 and be completed by fall of 2017. UTech staff will be available to assist faculty with the migration of their materials to Canvas. The Executive Committee voted to include the proposal for the new learning management system on the agenda for the Faculty Senate meeting. *Attachment*

PCUE Update

Professor Kimberly Emmons gave a brief update on the Provost's Committee on the Undergraduate Experience. The Committee met over the summer and is in the process of putting together working groups. They expect to have a draft framework of their plan by early October and will submit it to the UPF schools for review. They hope to have a final plan by the end of the calendar year.

Approval of Faculty Senate Meeting Agenda

The Executive Committee approved the agenda for the September 21st Faculty Senate meeting. *Attachment*

The meeting was adjourned at 2:42pm.

SCHOOL OF MEDICINE
CASE WESTERN RESERVE UNIVERSITY

William P. Schilling, Ph.D
Professor
Department of Physiology & Biophysics
Case Western Reserve University

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MEMORANDUM

To: Pamela B. Davis, MD, PhD
Dean, School of Medicine
Case Western Reserve University

From: William Schilling, PhD
Chair, Faculty Council

Re: Merging the Department of Environmental Health Department into the Department of Epidemiology and Biostatistics

Date: March 18, 2016

At its February 15, 2016, meeting, the Faculty Council voted to recommend approval to merge the Department of Environmental Health Sciences into the Department of Epidemiology and Biostatistics. Dr. Jonathan Haines, PhD, brought this motion to Faculty Council. He is the Chair of the Department of Epidemiology and Biostatistics and the interim Chair of the Department of Environmental Health Sciences.

Dr. Haines' proposal letter provides a summary of environmental health sciences in the School of Medicine from the late 1960's through the formation of the Center for the Study of Environmental Health in 1982, the establishment of the Department in Environmental Health Sciences in 1985 and the creation of the Mary Ann Swetland Center for Environmental Health in 2003. The letter also summarizes the current status of the Department of Environmental Health Sciences in which there are no primary faculty appointments in the Department, the Master's and PhD programs have been suspended, and there are no current students in those programs.

During the meeting, Dr. Haines discussed that after Dr. Dearborn's retirement in 2014, there are no primary faculty, the secondary faculty are not active in any role in the department, and only one educational course taken by MPH students within Epidemiology and Biostatistics. He also mentioned that the family of the donor (Mary Ann Swetland) are interested in pursuing a dual mission of research and community improvement with a special focus on the interaction of cancer and the environment, something that aligns with current projects and activities with the Department of Epidemiology and Biostatistics.

After Dr. Haines' presentation, the Faculty Council asked questions and discussed the request. A motion was made to support the merging of the departments and send to the Dean for consideration and transmittal to the Faculty Senate. The motion was seconded, and a vote was called. All members voted in favor, there were no vote against the motion, and no one abstained.

After your review, I hope you will join me in recommending approval of the proposal to merge the Department of Environmental Health Sciences into the Department of Epidemiology and Biostatistics by the Faculty Senate and Board of Trustees as required by the Faculty Handbook.

Please let me know if I can provide any additional information.

Thank you for your consideration.

Sincerely,

William P. Schilling, Ph.D.
Faculty Council Chair
Professor of Physiology and Biophysics
Case Western Reserve University School of Medicine

cc: Nicole Deming, JD, MA

SCHOOL OF MEDICINE
CASE WESTERN RESERVE UNIVERSITY

Jonathan L. Haines, PhD
Professor and Chairman
Department of Epidemiology and Biostatistics
Mary W. Sheldon, MD Professor of Genomic Sciences
Director, Institute for Computational Biology

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Cleveland, Ohio 44106

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September 28, 2015

Pamela B. Davis, M.D., Ph.D.
Dean, School of Medicine
Case Western Reserve University
Cleveland, OH 44106

Dear Pam:

With this letter I am formally requesting that the Department of Environmental Health Sciences, of which I am interim chair, be merged into the Department of Epidemiology & Biostatistics, of which I am the permanent chair. As discussed below, I strongly believe this is in the best interests of both departments, the faculty, our students, the School of Medicine, and the University.

Background:

Interest in environmental health sciences in the School of Medicine dates back at least to the late 1960s when David and Mary Ann Swetland catalyzed programming on this topic. The Swetlands met with Dean Fred Robbins to express their interest in "the ecology of man" and to discuss the types of programs they might consider supporting with an endowment. The Swetlands' major 1969 contribution to CWRU, establishing the Mary Ann Swetland Trust, supported programming around environmental health. Incremental growth in the following years included lectureships by visiting scholars in 1970.

The discipline of environmental health science received national recognition by the establishment of the National Institute of Environmental Health Sciences as part of the NIH in 1969. Environmental health in the School of Medicine garnered its first important dedicated faculty member in 1971 with the recruitment of Samuel S. Epstein, MD, from the Children's Cancer Research Foundation and Harvard Medical School. Dr. Epstein, with research interests in carcinogenesis and toxicology, was named the David and Mary Ann Swetland Professor of Environmental Health and Human Ecology in 1971. Epstein gave lectures and seminars at CWRU and spent considerable time building environmental health's profile nationally through his outside lectures. Epstein left CWRU in 1977, and environmental health activity subsided for the next four years.

In 1981, Herbert S. Rosenkranz was recruited to be Professor of Epidemiology and Community Health based on his international reputation in toxicology and microbiology. The school established a Center for the Study of Environmental Health problems and risk evaluation in 1982 with Dr. Rosenkranz appointed as director. In the early 1980s, the center established a number of educational programs geared to medical students, graduate students, the academic community, and regional business and public interest groups. Research programs were also established, some of them truly interdisciplinary, receiving national and international recognition. Faculty in the center demonstrated their ability to compete successfully for support from federal agencies and private foundations. Academic departments in the discipline were established in a number of medical schools, and the discipline experienced rapid growth of professional societies and scientific journals.

With these national trends taking place and five faculty (including Dr. Rosenkranz) holding appointments in the Department of Epidemiology and Community Health but with a focus on environmental heath, the realignment of faculty to permit a free-standing department was appropriate. A proposal to realign faculty to establish a separate Department of Environmental Health Sciences was approved by the university's Board of Trustees effective January 1, 1985. Five faculty members moved their primary appointment from the Department of Epidemiology and Community Health to the Department of Environmental Health Sciences, while the remaining epidemiology-related components of the department joined with the formerly independent Department of Biometry to form the Department of Epidemiology and Biostatistics, effective July 1, 1985.

The faculty of the new department grew to include eight full time faculty and succeeded in garnering research and training grant support. Dr. Rosenkrantz left CWRU in the early 1990's and the department was under interim leadership for a substantial time before Dr. Dorr Dearborn was named permanent chair in July 2006. In 2003 the Mary Ann Swetland Center for Environmental Health was established to support research, education, and clinical service. This provided a platform for continued activity of the department, and allowed it to successfully compete for external funding (primarily for Dr. Dearborn) including participation in the National Children's study (now closed by the NIH). Over this time several faculty moved to other positions and others retired, making continued active research and teaching difficult. Only Dr. Dearborn was an active investigator, and the Master's and Ph.D. programs were suspended in 2011.

Current Status:

Environmental Health Sciences: With the retirement of Dr. Dearborn in July 2014, there are no primary faculty appointed in the Department. The Master's and Ph.D. programs have been suspended and no students remain in these programs. Remaining teaching activities are restricted to one course taken primarily by MPH students (a program within Epidemiology & Biostatistics) by a part-time faculty member. The only remaining research is completing current grant-funded efforts by Dr. Dearborn, who is conducting these studies through his emeritus status. The existing secondary faculty do not perform any activities for the department. Thus, from the point of view of the faculty, no departmental activities would be lost by merging the department into the Department of Epidemiology and Biostatistics.

The Mary Ann Swetland Center for Environmental Health, formerly led by Dr. Dearborn, has evolved in a different direction. The family of the donor is most interested in a dual mission of research and community improvement. The research has a special focus on the interaction of the environment with the endocrine system and with cancer. The community improvement has a focus on education, increasing the knowledge of the public about environmental hazards in the broadest sense, and improving health by improving the environment. To this end, Li Li, M.D., Ph.D. was named the Swetland Professor and Director of the Mary Ann Swetland Center for Environmental Health. Dr. Li has his primary appointment in the Department of Family Medicine and Community Health, and a secondary appointment in the Department of Epidemiology and Biostatistics, through which he also manages a new PhD program in clinical investigation. Dr. Li is an expert in the epidemiology of gastrointestinal cancers and has large studies in the U.S. and in China in which he investigates environmental influences on cancer. He has committed to a larger public presence for environmental health, through the NetWellness website and through ideastream, as well as academic and public symposia. However, his base is not in the Department of Environmental Health Sciences.

Epidemiology & Biostatistics: Under the chairmanship of Drs. Rimm and Elston, the Department has substantially grown, provided national and international leadership in multiple related disciplines, developed and extended educational programs at both the Master's and Ph.D. level, and provided a strong collaborative environment across the School of Medicine and the University. Under Dr. Haines, the Department has embraced a unifying theme of big data generation, integration, and analysis. This spans the more traditional disciplines already represented in the Department including epidemiology,

biostatistics, public and community health, health services research, and genetic epidemiology, but it also includes expertise in bioinformatics and medical informatics. However, the data collected and analyzed in these disciplines cannot be put into complete context without understanding the environmental context of these data. There is substantial enthusiasm in the Department to include environmental health research as part of its integrated portfolio.

At present this environmental thrust is represented by Dr. Li, a secondary appointee, and by the Prevention Research Center for Healthy Neighborhoods (PRCHN), directed by Elaine Borawski, Ph.D., and populated by Erica Trapl, Ph.D, and Darcy Freedman, Ph.D., all with primary appointments in the Department. These investigators study the impact of the environment in the broad sense on health. For example, an environment in which there is a scarcity of fresh fruits and vegetables and an abundance of empty calorie foods predisposes to obesity in children, and corner stores that sell flavored little cigars encourages teenage smoking. Drs. Borawski and Trapl have been leaders in community gardens and other strategies to combat the toxic environment. Dr. Freedman is a leader in tracking the use of farmer's markets through mobile devices and social media. In addition, the PRCHN has sought to investigate lack of availability of safe places to play and to exercise, and how that might be ameliorated. Jim Spilsbury, Ph.D., another primary appointee, has several grants to study the environment of violence and its impact on sleep disturbance in children. These programs can be greatly enhanced in the Department by the coming opening of the secure database CLEARPATH, which will allow synchronization and integration of multiple different data types and streams. CLEARPATH is a resource being developed by the Institute for Computational Biology, which Dr. Haines also directs. CLEARPATH will enable the integration of both biological and environmental data, such as those from the MSASS databases on community foreclosures, water shutoffs, etc., with health statistics, disease patterns and other available information on the impact of environment on health.

Proposal:

The research, teaching, and service missions and goals of the Department of Environmental Health Sciences have become increasingly connected and integrated with the mission and goals of the Department of Epidemiology & Biostatistics. With the retirement of Dr. Dearborn, the Department of Environmental Health Sciences has no active faculty and no prospect of independently continuing its mission and goals. The active and growing programs within Epidemiology & Biostatistics represent an excellent foundation on which to build a sustainable environmental health program. Thus we propose merging the goals, activities, and resources of the Department of Environmental Health Science into the Department of Epidemiology & Biostatistics. The Mary Ann Swetland Center for Environmental Health would be administered through the Department of Epidemiology & Biostatistics, along with the additional small endowments. The Master's and Ph.D. programs would also be moved to the Department, so that they can be reviewed, revised, and revitalized. This will be done to identify the focus of expertise and need in the broad area of Environmental Health, and will be coordinated with existing Departmental programs, such as our Master's in Public Health (MPH).

Summary:

The Department of Environmental Health Sciences has made a number of important contributions to the School of Medicine and the University, but this has been episodic in nature, dependent primarily on individuals, rather than a critical mass of faculty, and has been difficult to sustain. The Department currently has no primary faculty and few secondary faculty, is responsible for virtually no teaching, and with the exception of wrapping-up of the final funded research of Dr. Dearborn, no research activities. The Department of Epidemiology & Biostatistics, with it growing interest in integrating data and expertise across disciplines and particularly its interest in integrating environmental exposure data with biological and clinical data, is the most logical home for continuing the tradition of excellence that each of the previous chairs brought to the Department of Environmental Health Sciences.

Sincerely,

Jonathan L. Haines, PhD
Professor and Chair
Department of Epidemiology and Biostatistics
Director, Institute for Computational Biology
Interim Chair, Department of Environmental Health Sciences
Mary W. Sheldon, MD Professor of Genomic Sciences
Case Western Reserve University School of Medicine

SCHOOL OF MEDICINE
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March 24, 2016

Roy Ritzmann, PhD
Chair, Faculty Senate
c/o Rebecca Weiss, Secretary of the University Faculty
Adelbert Hall
7001

Dear Professor Ritzmann:

As noted in the accompanying memo from Professor Bill Schilling, Chair of the School of Medicine's Faculty Council, the Faculty Council has recommended approval of a proposal to merge the Department of Environmental Health Sciences into the Department of Epidemiology and Biostatistics.

Professor Jonathan Haines is the chair of the Department of Epidemiology and Biostatistics and the interim chair of the Department of Environmental Health Sciences. There are currently no faculty with primary appointments in the Department of Environmental Health Sciences, no active education programs and students enrolled in these programs. At the same time, the programs in the Department of Epidemiology and Biostatistics are active and expanding. New opportunities will arise by integrating the missions of these departments including a review and revisualization of the graduate programs currently dormant in the Department of Environmental Health Sciences.

Professor Haines presented this proposal to Faculty Council in February. The proposal was then voted on and unanimously approved by the Faculty Council. I concur with the Faculty of Medicine and recommend approval of this merger.

Please submit the proposed merger of the Department of Environmental Health Sciences into the Department of Epidemiology and Biostatistics to the appropriate committees for their review at their earliest opportunity. I would be pleased to answer any questions that might arise during the review process.

Thank you.

Sincerely,

Pamela B. Davis, MD, PhD

c: Bill Schilling, Chair, Faculty Council
Nicole Deming, Assistant Dean for Faculty Affairs and Human Resources, SOM

enclosures

1978 – 79
1979 – 80
1980 – 81
1981 – 82
1982 – 83
1985 – 86
amended 5/92
approved by faculty senate 5/92
amended 1/95
approved by faculty senate 4/95
corrections to the 11/02 amendments 12/12/02
approved by faculty senate 1/03
amended 4/04
approved by faculty senate 5/04
amended 2/07
amended 5/09
amended 1/10
amended 4/10
approved by faculty senate 1/11
approved by faculty senate 10/11
approved by faculty senate 4/12
approved by faculty senate 10.25.12
approved by faculty senate 1/14
approved by faculty senate 12.17.14

CASE WESTERN RESERVE UNIVERSITY
FRANCES PAYNE BOLTON SCHOOL OF NURSING

BYLAWS OF THE FACULTY

ARTICLE I

PURPOSE OF THE BYLAWS

These bylaws of the Frances Payne Bolton School of Nursing of Case Western Reserve University (1) define the duties of the Faculty of Nursing, committees and officers, (2) provide for establishment of committees and (3) provide for election of representatives of the Faculty of Nursing to the Faculty Senate, and to university assemblies as requested.

ARTICLE II

RESPONSIBILITIES OF THE FACULTY OF NURSING

Section 1: This faculty shall have responsibility to:

a. Adopt rules to govern its procedures, provide for its committees and make recommendations to the dean for such organization of the teaching staff as it may determine.

b. Organize and execute the educational program of the School of Nursing including admission and progression policies, curriculum content, degree requirements, instruction, and establishment and dissolution of academic programs, other than degree programs which require additional review and approval procedures as noted in the Faculty Handbook

c. Make recommendations to the dean of initial appointments to the ranks of instructor, assistant professor, associate professor and professor.

d. Establish policies relating to appointment, re-appointment, promotion and tenure for voting faculty and policies for appointment and promotion for special faculty members.

e. Make recommendations to the dean for tenure and promotion of faculty.

f. Elect members to the Faculty Senate and to university assemblies as requested.

ARTICLE III

MEMBERSHIP

Section 1 Exception to Rule In Faculty Handbook

Because of the practice nature of the discipline, the Provost has granted the School of Nursing an exception to the Faculty Handbook provision requiring that a majority of the voting faculty shall be tenured or te nure track. The goal of the School of Nursing is to reach such a majority.

Section 2 Voting members

The president and the chief academic officer of the university next in rank to the president and all persons holding full-time tenured/tenure track and full-time non-tenure track appointments to Faculty of Nursing at the rank of professor, associate professor, assistant professor**,** and instructor shall be voting members of the faculty.

Section 3 Special Faculty (Non-voting members)

Special faculty shall consist of faculty members who are appointed by the dean of the school and 1.) hold full-time academic appointments but have specific, limited responsibilities for the duration of a specific project or for a limited duration, or 2.) hold part-time academic appointments. Special faculty shall have voice but no vote except as noted in Article VII, Section I b. Subject to approval by the provost, the types and titles of special faculty are as follows:

a. Lecturer

All persons designated as lecturer are those:

1. Who have responsibility for teaching one or more courses included in the school's curricula; and

2. Whose academic qualifications and competencies are other than those for established university ranks.

b. Clinical Faculty

Includes all persons designated at the ranks of clinical professor, clinical associate professor, clinical assistant professor, and clinical instructor, and whose primary appointments are in service agencies whose resources provide settings, by agreement, for students and faculty to have opportunities to engage in education, research and service in accordance with policy and procedures of the School of Nursing.

c. Preceptor

All persons designated as preceptor are those:

1. Whose academic qualifications and competencies are other than those for established university ranks

2. Whose primary appointments are in service agencies whose resources provide settings, by agreement, for students and faculty to have opportunities to engage in education, research and service in accordance with policy and procedures of the School of Nursing.

d. Adjunct Appointments

Persons designated at university ranks of adjunct professor, adjunct associate professor, adjunct assistant professor, and adjunct instructor are those:

1. Whose special competencies can provide a desired complement for some designated service, activity or development of the School of Nursing; and

2. Whose academic qualifications meet criteria established for appointees at the same ranks and tracks as shown in Attachment A.

e. Research Faculty

Persons designated at university ranks of research assistant professor, research associate professor, or research professor are those whose primary responsibilities are related to the research mission of the school and university. Neither teaching nor service (other than that related to the research mission) is part of the responsibilities of the research faculty member.

1. Research experience and qualifications are comparable to those of tenured/tenure track faculty at corresponding ranks.

2. Appointment as a research faculty member is contingent upon the availability of research funds to totally cover costs of the research and compensation. The appointment will terminate either prior to or at the end of the current appointment period in the absence of sufficient funds to cover these costs.

3. In the case of new appointments and promotions, the Committee on Appointment, Reappointment, Promotion and Tenure will provide a full review, comparable for that done for appointments and promotions of regular faculty to the ranks of assistant professor, associate professor, and full professor.

ARTICLE IV

SELECTION OF TRACK

Tenure or non-tenure track must be identified at the time of appointment or promotion to assistant professor or higher. The pre-tenure period in the School of Nursing begins at the rank of assistant professor or higher in the tenure track and is nine (9) years in length.

Tenured and tenure track faculty member obligations to the university include 1) teaching, 2) research, and 3) service to the university community. Non-tenure track faculty member obligations include two of the three.

ARTICLE V

OFFICERS

Section 1 Chairperson – The president of the university shall preside at faculty meetings. In the president's absence, the chair of the Executive Committee shall chair the meeting; in the absence of the Executive Committee chair, the dean's designee shall preside.

Section 2 Secretary – The secretary shall be appointed annually by the Executive Committee. The functions of the secretary are:

a. Monitoring the preparation of the minutes of the faculty meetings. Signing the official copy of the minutes.

b. Being responsible for distribution of these minutes to the faculty.

c. Serving on the Executive Committee.

ARTICLE VI

MEETINGS

Section 1. Regular Meetings – At least four (4) regular meetings shall be held between September 1 and May 31.

Section 2. Special Meetings – Special meetings may be called by the president, by the dean or upon request of three members of the voting faculty.

Section 3. Executive Committee Meetings – At least four (4) meetings shall be held between September 1 and May 31.

Section 4. Quorum –Twenty five percent of the voting members of the faculty shall

constitute a quorum.

Section 5. Voting Body – See Article III, Sections 2 and 3 of these bylaws.

Section 6. Notice - The Chair, or, on the Chair's designation, the Secretary shall notify each member of the faculty at least one week before each regular and special meeting. Such notification shall be in writing and shall specify the time and place of the meeting.

ARTICLE VII

STANDING COMMITTEES

Section 1 Membership and Voting Privileges

a. The president of the university and the dean of the School of Nursing shall serve as members ex-officio of all faculty committees. Ex-officio status here and in subsequent sections of the bylaws carries with it voting privileges.

b. Persons holding appointments as special faculty may serve on committees and may vote in committees unless otherwise indicated in these bylaws.

c. Students serving on standing committees of this faculty may vote in committees unless otherwise indicated by these bylaws.

d. A faculty member may serve in no more than two (2) elected positions per year on standing committees of these bylaws.

e. An elected member shall be eligible for no more than two (2) consecutive terms on the same committee. An appointment to fill a vacancy on a committee does not constitute a term.

f. An administrative person serving as an ex-officio member of a standing committee shall convene the first meeting of the year, assist with administrative functions of the committee and provide continuity in the committee activities.

g. A quorum of any standing committee shall be one half the voting members unless specifically stated in the by-laws.

Section 2 Election and Appointment – The members of all standing committees shall be elected by the voting faculty or appointed as specifically stated. Faculty nominate themselves for positions on the ballot prepared by the Executive Committee. Committee vacancies will be filled by Executive Committee appointment. Elections will be held spring semester with newly elected and appointed members assuming duties beginning fall semester.

Section 3 Term of Office – The members shall serve for a specified term on each appointed or elected committee as designated in Article VII, Sections 6-15 of these bylaws.

Section 4 Chairperson – When the chairperson of a standing committee is not designated, and an ex-officio member is not regularly a member of the committee, a faculty member selected by the Executive Committee shall convene the first meeting of the academic year. The chairperson of each standing committee shall be elected annually in the fall by committee members, unless otherwise specified.

Section 5 Reporting – Each standing committee shall submit a written report at least one time per semester and following each regularly scheduled meeting if they occur more often .

Section 6 Executive Committee of the Faculty

a. Membership – The committee shall be composed of:

1. Seven (7) faculty members: six (6) members shall be voting faculty; one (1) shall be special faculty.

2. The dean of the School of Nursing – *ex-officio*.

3. The Associate Dean for Academic Affairs or an administrative officer who has academic status, appointed by the dean – *ex-officio*.

4. The associate dean for research – *ex-officio*.

5. The secretary of the faculty – *ex-officio*.

6. School representative to Faculty Senate Executive Committee – *ex-officio*

b. Term - Faculty shall be elected for a term of two (2) years. Four (4) faculty members shall be elected in even years and four (4) faculty members elected in odd years.

c. Functions

1. Identify immediate and long-range issues needing faculty study and action.

2. Provide all faculty the opportunity for discussion of proposals for faculty action.

3. Prepare the agenda for each faculty meeting.

4. Prepare and submit proposed changes in the bylaws to all faculty.

5. Prepare a ballot and conduct an election for all elected positions within the school and university. Electronic ballots are permissible.

6. Appoint *ad hoc* committees of the faculty. The Executive Committee shall provide each such *ad hoc* committee with a specific charge stated in writing and the *ad hoc* committee shall confine itself to the fulfillment of this charge unless otherwise authorized in writing by the Executive Committee. The maximum term of any such *ad hoc* committee shall be twelve months, subject to extension at the discretion of the Executive Committee.

7. Act on behalf of the faculty between regular meetings of the faculty. Such action shall be reported by the chairperson of the Executive Committee at the next regular meeting of the faculty.

8. Make appointments to fill vacancies on standing and *ad hoc* committees unless otherwise stated in these bylaws.

9. Make recommendations to the dean on faculty-requested academic leaves of absence.

10. Evaluate specific cases of student progression/retention as requested by program directors ,students, or academic integrity board.

Section 7 Budget Committee

a. Membership – The committee shall be composed of:

1. Six (6) voting faculty members three (3) of whom are elected and three (3) of whom are appointed. Appointments are made by the Executive Committee.

2. The Dean of the School of Nursing – *ex-officio*

b. Term – Voting faculty are elected or appointed for a three (3) year term with one (1) faculty elected and one (1) faculty appointed each year.

c. Functions

1. Review proposed budgets for consistency with strategic plan priorities.

2. Review fiscal reports biannually and as needed.

3. Advise the Dean on fiscal matters.

4. Advise the Dean on the number and type of faculty and staff positions.

5. Recommend to the Dean allocation of resources to faculty.

Section 8 Committee on Curricula

a. Membership – The committee shall be composed of:

1. Four (4) voting faculty members and one (1) special faculty member.

2. No more than four (4) and a minimum of one (1) student from any of the following programs: BSN, MSN, GENP, or DNP.

3. Program directors for the BSN, GENP , MSN and DNP programs – *ex-officio*.

4. The Associate Dean for Academic Affairs – *ex-officio*.

5. The Registrar for the School of Nursing will serve in an advisory (non-voting) capacity.

b. Term – Voting faculty shall be elected for a term of two (2) years. Two (2) voting faculty members shall be elected in even years and two (2) voting and one (1) special faculty member shall be elected in odd years. Students are selected by the appropriate student association and serve for one (1) year. The Associate Dean for Academic Affairs will work with the USNA and GSNA student associations and Program Directors to recruit students.

c. Functions

1. Evaluate the curricula and courses in the BSN, GENP, MSN, and DNP programs, and other approved academic programs..

2. Recommend to faculty changes to existing programs or courses, creation of new programs, specialties, majors or courses, and deletion of current programs, specialties, majors or courses.

Section 9 Committee on Admission to the Graduate Entry Nursing Program (GENP).

a. Membership – The Committee shall be composed of:

1. Five (5) elected and up to three (3) appointed faculty members all of whom must be voting faculty.

2. Director of the GENP Program who shall serve as chair.

b. Term – Faculty shall be elected for a term of two (2) years; three (3) members shall be elected in even years and two (2) members elected in odd years. Up to three (3) faculty shall be appointed annually by the director of the GENP program.

c. Functions

1. Evaluate GENP program admission policies and criteria and recommend changes to the faculty.

2. Interview non-nurse, post-baccalaureate applicants to the GENP program.

3. Admit applicants to the GENP program.

Section 10 Committee on Admission to the Doctor of Nursing Practice Program (DNP)

a. Membership – The committee shall be composed of:

1. Three (3) elected and two (2) appointed faculty members all of whom must be voting faculty.

2. Director of the DNP program who shall serve as chair.

b. Term – Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and one (1) member elected in odd years. Two (2) faculty shall be appointed annually for one (1) year terms by the Director of Post-Master's DNP Program.

c. Functions

1. Evaluate DNP program admission criteria and policies and recommend changes to the faculty.

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Recommend policies to the faculty regarding the progression and graduation of students

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2. Interview applicants for admission to the DNP program.

3. Admit qualified applicants to the DNP program.

Section 11 Committee on Admission to the Master of Science in Nursing (MSN) Program

a. Membership – The Committee shall be composed of:

1. Four (4) members; all must be voting faculty.

2. Director of the MSN Program, who shall serve as chair**.**

b. Term – Faculty shall be elected for a term of two (2) years; two (2) members shall be elected in even years and two (2) members elected in odd years.

c. Functions

1. Evaluate admission policies and criteria, for the MSN Program and recommend changes to the faculty.

2. Admit qualified applicants for admission to the MSN program.

3. Interview applicants, if appropriate.

Section 12 Bachelor of Science in Nursing (BSN) Program Admission and Progression Committee

a. Membership – The committee shall be composed of:
1. Two (2) elected and two (2) appointed faculty members all of whom must be voting faculty. Faculty shall be appointed by the director of the BSN program.
2. Director of the BSN Program, who shall serve as chair.

b. Term – One (1) faculty shall be elected and one (1) shall be appointed in even years; one(1) faculty shall be elected and one (1) faculty shall be appointed in odd years; elected and appointed faculty shall serve two (2) year terms. Faculty shall be appointed by the director of the BSN program.

c. Functions

1. Evaluate Bachelor of Science in Nursing admission policies and criteria and recommend changes to the Office of Undergraduate Admission.

2. Evaluate applications as requested by the Office of Undergraduate Admission.

3. Advise the director of the BSN program on issues of admission and progression of individual undergraduate nursing students.

Section 13 Grievance Board

The Grievance Board will hear matters related to School of Nursing-related grievances which may include, but are not necessarily limited to; (1) All aspects of the educational process, involving student performance, evaluation, grading, status, and/or progression; (2) Data pertaining to student records, grades, etc., which are not covered by the Federal Family Educational Rights and Privacy Act regulations and procedures; (3) Questions of professional conduct by or toward students; and (4) Actions perceived by students as unfair, discriminatory, or intimidating.

a. Membership

1. Three (3) voting members of the faculty shall be elected. Up to three (3) student representatives shall be appointed as needed by the student group affiliated with the student who initiated the grievance.

2. One (1) of the elected faculty members will be designated as chairperson by the dean.

3. Two faculty members and two students will constitute a quorum for the committee meeting.

4. If for any reason there are not at least two (2) faculty and two (2) student members of the Grievance Board available to hear the grievance, the Executive Committee of the faculty shall designate faculty member(s) as replacements and the Executive Committees of the Student Associations designate student

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Three (3) voting members of the faculty shall be elected. Student representatives shall¶
be appointed as needed from each of the three (3) student groups (Undergraduate Student Nurses Association for BSN, Graduate Student Nurses Association for MSN, MN, DNP, and PhD Student group for PhD). Each student group will appoint at least one student member to serve on the Board.¶

member(s) as replacements.

b. Term – Faculty shall be elected for a term of two (2) years. Two (2) shall be elected in odd-numbered years and one (1) in even-numbered years.

c. Functions

1. Schedule and conduct hearings according to policy and procedure after notification of an official notice of a grievance.

2. Submit recommendations to the dean upon adequate deliberations following the hearing.

Section 14 Academic Integrity Board

The Academic Integrity Board will hear matters related to any activity that compromises the academic integrity of the University, or subverts the educational process; as described in the student handbook. To the extent that the matter relates to student standing or promotion, it shall be considered by the Executive Committee instead.

a. Membership

1. Three (3) voting members of the faculty shall be elected. An equal number of students and faculty will be selected to serve on the Academic Integrity Board. Student representatives shall be appointed as needed from the Graduate Student Nurses Association. All will serve as voting members.

2. One (1) of the elected faculty members will be designated as Chairperson by the Dean or designee.

3. Two faculty members and two students will constitute a quorum for the committee meeting.

4. If for any reason there are not at least two (2) faculty and two (2) student members of the Academic Integrity Board available to serve, the Executive Committee of the faculty shall designate faculty member(s) as replacements and the Executive Committee of the Graduate Student Nurses Association designate student member(s) as replacements.

5. Associate Dean for Academic Affairs – *ex officio (non-voting).*

6. Administrator from Student Services – *ex officio (non-voting).*

b. Term

Faculty shall be elected for a term of two (2) years. Two (2) faculty shall be elected in odd numbered years and one (1) in even numbered years.

c. Functions

1. Undergo training regarding Academic Integrity policies and processes.

2. Schedule and conduct hearing according to policy and procedure after official notification of a potential violation of academic integrity for which the School of Nursing has jurisdiction.

3. Submit recommendations to the Associate Dean for Academic Affairs upon adequate deliberations following the hearing.

Section 15 Committee on Faculty Appointment, Reappointment, Promotion and Tenure

a. Membership

1. The Dean of the school who serves as chairperson.

2. All voting members of the faculty holding rank of professor with tenure.

3. Additional members may be appointed from among the tenured faculty at the discretion of the Dean so long as the number does not exceed the number of professors with tenure.

b. Functions

1. Recommend to the faculty revisions or changes in the definitions of faculty appointments to the School of Nursing. (see attachment A)

2. Make recommendations for emeritus status.

Deleted: Three (3) student representatives (one each from the MN, MSN, and DNP programs) shall be appointed as needed by the Graduate Student Nurses Association.

Deleted: A quorum is defined as four (4) voting members.

3. Review university and school policies relevant to faculty appointments, reappointments, promotion and tenure and to make recommendations for needed change through appropriate channels to the faculty of nursing and to the Faculty Senate.

4. Review procedures relevant to faculty appointments, reappointments, promotion and tenure and make recommendations for needed change through appropriate channels to the faculty of nursing and to the Faculty Senate.

5. Recommend appointments, reappointments, promotions and tenure for the voting faculty.

6. Review the resources and time (taking into account rank and type of faculty appointment) needed for scholarly growth, academic achievement and professional development including the commitment of resources that accompanies an award of tenure, and recommend changes to the faculty of nursing and administration.

Section16 Committee for Evaluation of Programs

a. Membership

The committee shall be composed of:

1. Four (4) voting faculty members and one (1) special faculty member.

1. A minimum of one (1) student and no more than four (4) students from any of the following programs: BSN, MSN, GENP, DNP or PhD. The Associate Dean for Academic Affairs will work with the USNA and GSNA student associations and Program Directors to recruit students.

Deleted: The student(s) will be selected by the appropriate student association.

2. The program directors for the BSN, MSN, GENP , DNP and PhD Programs – *ex officio*.

3. The Associate Dean for Academic Affairs – *ex officio*.

4. The Director of Institutional Research for the School of Nursing – *ex officio.*

b. Term

Faculty shall be elected for a term of two (2) years; two (2) members to be elected in even years, and two (2) members elected in odd years. Student members shall be selected by the respective student associations annually.

c. Functions

1. Develop forms and procedures to evaluate educational process, course and program outcome criteria. Individual faculty members and program directors will be responsible for evaluating courses and teaching effectiveness.

2. Implement, monitor and revise an ongoing system for evaluation.

3. Report its findings and recommendations to the faculty for action.

Section 17 PhD Council of the School of Nursing

a. Membership

1. Eleven (11) elected members with voting privileges.

Deleted: --one (1) will serve as chair of the admissions committee

a. Eligible for election:
i. Research doctorate (e.g., PhD, DNSc, EdD).
And

ii. Eligible to chair PhD dissertations as defined by the School of Graduate Studies (SGS)
(i.e. tenured, tenure-track, or special approval from the SGS)

Or
iii. Currently teaching a course in the PhD nursing program

b. Composition:
i. Full professors = 3
ii. Associate professors = 4
iii. Assistant professors = 4

2. Ex officio members (with voting privileges) will include:
   1. Dean of the school of nursing
   2. Director of PhD program in nursing program
   3. Associate Dean for Academic Affairs
   4. Associate Dean for Research
   5. Chairperson of the PhD admissions committee (if not already serving as an elected member of PhD Council)

3. One PhD student representative (non-voting)

b. Elections

1. Faculty members will nominate themselves or be nominated by colleagues. Members will be elected from the pool of nursing faculty members who meet the eligibility criteria defined above.

2. Eligibility for placement on the ballot will be verified by a two (2) to three (3) member subcommittee of the PhD Council.

c. Terms of office

1. Terms of office will be staggered with elections held in the Spring semester each year with the following rotating schedule:
   a. Year A: election of 1 full professor, 1 associate professor, and 2 assistant professors.
   b. Year B: election of 1 full professor, 2 associate professors, and 1 assistant professor.
   c. Year C: election of 1 full professor, 1 associate professor, and 1 assistant professor.

2. Members may serve for not more than two (2) consecutive terms (unless otherwise deemed necessary by the PhD council).

3. If a Council member is unable to fulfill his or her term for any reason, the remaining members of the PhD Council will appoint another eligible faculty member to fulfill the term.

d. Functions

1. Establish and maintain criteria for appointment of PhD Council.

2. Establish and maintain all policies for admission, progression, candidacy, and graduation of students in accordance with the policies governing requirements for the PhD in Nursing and the School of Graduate Studies.

3. Develop, evaluate, and change the curricular requirements of the PhD in nursing program.

.4.. Provide advice to the program director on issues related to admission, progression, and evaluation of courses and PhD program.

5. Collaborate with the Office of Student Services at the School of Nursing in PhD student recruitment.

6. Communicate with and obtain feedback from the pool of nursing faculty members who hold research doctorates (e.g., PhD, DNSc, EdD).

7. Monitor the progress of the PhD program in meeting quality indicators.

e. Meetings

1. Monthly meetings will be held during the academic year and as needed during the summer months.

2. Meetings will be open to all nursing faculty members with research doctorates (e.g., PhD, DNSc, EdD

Section 18 Committee on Admission to the PhD Program

a. Membership

1. Six (6) members; all voting faculty members with research doctorates (e.g., PhD, DNSc, EdD).

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a. Eligibility for election:
i. Research doctorate (e.g., PhD, DNSc, EdD).
And
ii. Eligible to chair PhD dissertations as defined by the School of Graduate Studies (SGS) (i.e. tenured, tenure-track, or special approval from the SGS)
Or
iii. ently teaching a course in the PhD nursing program

2. Chairperson elected from the PhD admissions committee (will serve as Ex-officio member of PhD Council if not already serving as an elected member).

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3. Director of the PhD program is a member Ex-officio.

4. Ad hoc members – in the event of increased workload or unavailability of elected members, members of the PhD Council may serve as interviewers and cast a ballot.

b. Election

Faculty members will nominate themselves or be nominated by colleagues; members will be elected by the pool of nursing faculty members who meet the eligibility criteria to serve on the PhD Council as defined above.

c. Terms of office

1. Faculty shall be elected in the Spring semester of each academic year for a term of two (2) years; three (3) members shall be elected in even years and three (3) members elected in odd years.

2. If a committee member is unable to fulfill his or her term for any reason, the remaining members of the PhD Council will appoint another eligible faculty member to fulfill the term.

d. Function

Recommend to the Director of PhD Program and School of Graduate Studies qualified applicants for admission to the PhD in nursing program and for scholarships or fellowship

ARTICLE VIII

SPECIAL COMMITTEES

Special committees may be designated to carry on faculty business not otherwise specified in these bylaws. Members shall be appointed by the dean. Special committees shall submit regular reports to the faculty.

ARTICLE IX

UNIVERSITY FACULTY SENATE

Section 1 Representation

a. The faculty of nursing shall elect senators to the Faculty Senate. The number of senators shall be in accordance with the Constitution of the University Faculty.

b. The student body of the School of Nursing may have elected members on the Faculty Senate in accordance with the Constitution of the University Faculty.

Section 2 Election

a. The senatorial elections shall be held in the spring term.

b. Faculty Senators from the School of Nursing shall be voting members of the faculty. These senators shall be elected to serve three (3) year terms; one-third of them shall complete their term of office on commencement day each year. A Senator shall not be seated unless at least 40% of the voting members have returned ballots in the election.

ARTICLE X

REVISION OF BYLAWS

These bylaws may be amended by a two-thirds affirmative vote of the voting members present at any meeting, provided copies of proposed changes have been distributed to all members, both voting and nonvoting, at least two (2) weeks before the meetings at which the vote is taken.

If changes have not been distributed at least two (2) weeks in advance, these bylaws may be amended by a 95% affirmative vote by the voting members of the faculty present at anymeeting.

ARTICLE XI

PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (most recent revision)

Case Western Reserve University Frances
Payne Bolton School of Nursing Bylaws
Attachment A (Effective July 1, 2005)

Criteria for Appointment, Reappointment, Promotion and Tenure for Voting Tenured/tenure Track, and Nontenure Track and Special Faculty Members

	Full-Time Tenured/tenure Track	**Full-Time Nontenure Track**	**Special**
Obligations:	teaching, research and track service to the University community	2 of the 3 listed for tenure track	1 of the 3 listed for tenure
Lecturer	criteria not applicable	criteria not applicable	Academic qualifications and competencies are other than those for established University ranks.
Instructor	criteria not applicable	1. Master's degree in nursing or Master's degree in a field of special need. 2. Evidence of competence in teaching and in the practice of nursing or in a field of special need. 3. Recognized professional expertise and leadership in a specialty area.	1. Master's degree in nursing or masters degree in a field of special need. 2. Evidence of competence in teaching and in the practice of nursing or in a field of special need. 3. Recognized professional expertise and leadership in a specialty area.
Assistant Professor	1. Earned doctorate. 2. Experience in teaching and research in area of expertise. 3. Scholarly productivity as evidenced by research, publications in refereed journals, presentations, school/professional committee memberships, and state and local recognition.	1. Earned doctorate. 2. Excellence in clinical practice and teaching. 3. Scholarly productivity as evidenced by publications in clinical and professional journals, presentations, school/professional committee memberships, and state and local recognition.	1. Earned doctorate. 2. Excellence in clinical practice and teaching. 3. Scholarly productivity as evidenced by publications in clinical and professional journals, presentations, school/professional committee memberships, and state and local recognition.

Associate Professor	1. Excellence in teaching. 2. Evidence of academic leadership. 3. Research productivity and scholarship 4. Contribution to international scholarship through publications and presentations. 5. University, School, and professional organization committee membership. 6. Contributions to national organizations.	1. Expertise in clinical practice. 2. Evidence of academic and clinical leadership. 3. Clinical scholarship 4. National and international recognition in the profession. 5. University, School, and professional organization committee membership. 6. Contributions to national organizations.	1. Expertise in clinical practice. 2. Evidence of academic and clinical leadership. 3. Clinical scholarship 4. National and international recognition in the profession. 5. University, School, and professional organization committee membership. 6. Contributions to national organizations.
Professor	1. Major University, School and professional organization committee leadership. 2. Substantive scholarly contributions nationally and internationally. 3. Influence in public policy on a national and international level.	1. Major University, School and professional organization committee leadership. 2. Substantive scholarly contributions nationally and internationally. 3. Influence the development of professional policies through national or international leadership activities.	1. Major University, School and professional organization committee leadership. 2. Substantive scholarly contributions nationally and internationally. 3. Influence the development of professional policies through national or international leadership activities.

Revisions to Faculty Senate By-Law III. Meetings

Item b. Special Meetings.
Special meetings of the Faculty Senate may be called by the President, by the Chair, by majority vote of the Executive Committee, or upon written petition, stating the purpose of the proposed meeting and signed by not less than twenty percent of the membership of the Faculty Senate. Such petition shall be delivered to the Secretary who shall certify it to the Chair, who, in turn, shall call the special meeting. Special meetings of the Faculty Senate may, at the discretion of the Executive Committee, allow for electronic attendance and voting. The following rules shall apply.

1. The technology used for the electronic meetings shall allow the members full access to and full participation in all meeting transactions either continuously or intermittently throughout the specified time of the meeting.

2. Procedural rules related to the conduct of electronic meetings shall be established and promulgated by the Executive Committee, subject to review by the Senate, and held by the Secretary of the Faculty Senate.

Item j. Procedure of Voting.
Voting at all meetings of the Faculty Senate shall be by:

i. electronic voting (e.g.a clicker) device;
ii. voice;
iii. a show of hands;
iv. division of the assembly; or
v. secret ballot

Upon demand by not less than eight of the voting members present, a roll-call vote shall be required; and, with respect to such roll-call vote, an entry shall be made in the minutes of the names of all voting in the affirmative, of the names of all voting in the negative, and of the names of all present but abstaining.

Item l. Quorum and Adoption of Motions At any meeting of the Faculty Senate, fifty percent of the voting membership shall constitute a quorum.
The quorum at regular Faculty Senate meetings is determined by a count of the voting members physically present in the room. The quorum at Special Meetings of the Faculty Senate is determined by a count of the voting members physically present and voting members attending remotely.

The affirmative vote of a majority of those present and voting shall be required for the adoption of any motion at all Faculty Senate meetings.

Deleted: A quorum will be determined at the beginning of the meeting by counting the Senators present in the room as well as the Senators attending remotely.

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Faculty Senate By-Law VII. Committees

Item i. Committee on the University Libraries.

1) The Committee on the University Libraries shall consist of the Vice President for Information Technology Services, the University Librarian, the Director of the Cleveland Health Sciences Library, the Director of the Library of the School of Law, and Director of the Library of the Mandel School for Applied Social Sciences, *ex officiis*; three members from the faculty of the College of Arts and Sciences; one member each from the faculties of the Mandel School of Applied Social Sciences, The Case School of Engineering, the School of Law, and the Weatherhead School of Management; one each from the faculties of the schools of Dental Medicine, Medicine, and Nursing; and one undergraduate student elected by the Undergraduate Student Government, one graduate student elected by the Graduate Student Senate, and one postdoctoral scholar/fellow elected by the Post Doctoral Researchers Association. The ten faculty members shall be elected by the Faculty Senate. The term of membership for faculty on the Committee on the University Libraries shall be three years; three members shall be elected each year. Each elected faculty member of the Committee shall be eligible for re-election only after the lapse of at least one year following the expiration of two consecutive three-year terms of membership. The term of membership for student and postdoctoral scholar/fellow members shall be one year, beginning immediately upon their election to the Committee at the first regular meeting of the Faculty Senate subsequent to Commencement each year. Student and postdoctoral scholar/fellow members shall be eligible for re-election annually. The Chair or the designee of the Committee on Information & Communication Technology shall sit ex officio on the Committee on University Libraries, and the Chair or the designee of the Committee on University Libraries shall sit *ex officio* on the Committee on Information & Communication Technology.

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2) The Committee on the University Libraries shall advise the University Librarian and the University administration on policies and procedures relating to the operations, facilities, and budget of the University Libraries. The Committee shall report regularly to the Senate, with recommendations as appropriate.

From Chapter 2 of the Faculty Handbook

Article VI, Sec. B. Nominating Committee

Par. 1. The Nominating Committee shall consist of the chair-elect of the Faculty Senate, *ex officio*, and nine voting members of the University Faculty, (if possible, those who serve or those who have served as senators or members of faculty senate standing committees), one representing each of the eight constituent faculties, to be selected by the faculty senators representing that faculty, and also including one representative from the Department of Physical Education and Athletics. The term of membership on the Nominating Committee shall be two years. A member of the Nominating Committee may serve no more than two terms consecutively. Members shall serve overlapping two-year terms.

Par. 2. The Nominating Committee shall nominate candidates for the position of chair-elect and for membership of the standing and *ad hoc* committees of the Faculty Senate, unless otherwise specified. The Faculty Senate shall elect a chair-elect and members of such standing and *ad hoc* committees from the nominees named by the Nominating Committee, except that additional nominations shall be invited from the floor. No nominations shall be valid unless the proposed nominee shall have signified in advance a willingness to serve.

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Seeking endorsement of Faculty Senate for the adoption of Canvas

Presented to the Faculty Senate Executive Committee

September 6, 2016

Teaching and Learning Technology Team,
University Technology

Why change from Blackboard to Canvas?

- Blackboard Learn 9.1 is used for only 43% of for-credit courses at CWRU
- Faculty and student dissatisfaction with Blackboard's complexity, appearance, and overall usability (based on survey and other data.)
- Variability in faculty usage of Blackboard Learn 9.1 is a source of frustration for students

Why change from Blackboard to Canvas?

- Our current environment includes multiple learning management systems (LMSs) used across campus, creating challenges for faculty and students who are asked to use two systems

- A switch to Canvas offers the opportunity to adopt **a single enterprise solution** across learning environments and work with schools and departments to think about how they use the LMS to potentially improve students' learning experiences.

Why change from Blackboard to Canvas?

- Canvas has been adopted by many of our peer institutions and there is a robust network of schools that are influencing its development
- Canvas is less than half the cost of Blackboard
- Most pilot faculty and students find it to be easier to use than Blackboard
- Canvas meets our requirements for an LMS and offers new benefits including integration with Google Apps, mobile grading and an improved mobile experience, and streamlined course messaging and email.

Canvas Pilot Faculty

- Canvas was piloted by 19 volunteer faculty and approximately 1500 students from Schools across CWRU and throughout two semesters

- Participating faculty include:

College of Arts and Sciences

Tim Beal – RLGN 299 (4 students)

Bill Deal – COGS 202 (50 students)

Gusztav Demeter – FSCS 150 (33 students)

Rich Drushel – BIOL 346 (80 students)

Rolfe Petschek – PHYS 352 (23 students)

Canvas Pilot Faculty

- Participating faculty, continued:

College of Arts and Sciences

Jonathan Sadowsky – HSTY 113 (51 students)

Genevieve Sauve – CHEM 335 (32 students)

Lee Thompson – FSNA 144 (17 students)

Weatherhead School of Management

Mariana Cararra – ECON 330 (74 students)

Jenny Hawkins – ECON 102 (60 students); ECON 364 (27)

Canvas Pilot Faculty

- Participating faculty, continued:

Case School of Engineering

Sunniva Collins – EMAE 260 (127 students)

Mark De Guire – ENGR 145 (401 students)

Mohan Sankaran – ENGR 225 (160 students)

Sree Sreenath – EECS 216 (12 students)

Frances Payne Bolton School of Nursing

Mary Franklin – NURS 454 (10 students)

Carol Kelley – NURS 459 (9 students)

Canvas Pilot Faculty

- Participating faculty, continued:

School of Law

Jessica Berg – MPHP 439 (40 students)

School of Dental Medicine

Ben Schecter – HIPAA training

Mandel School of Applied Social Science

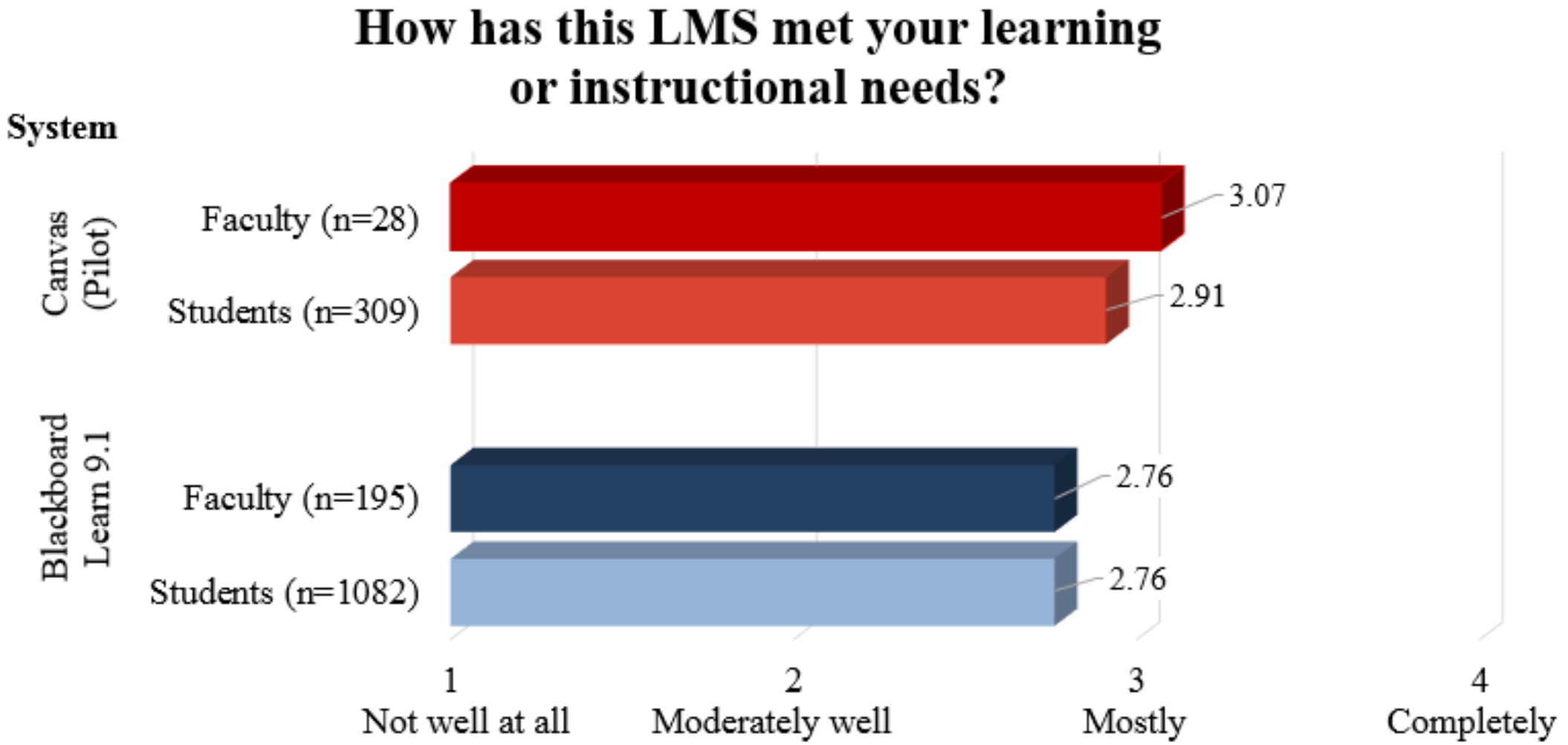
Marjorie Edguer – SASS 530 (9 students)

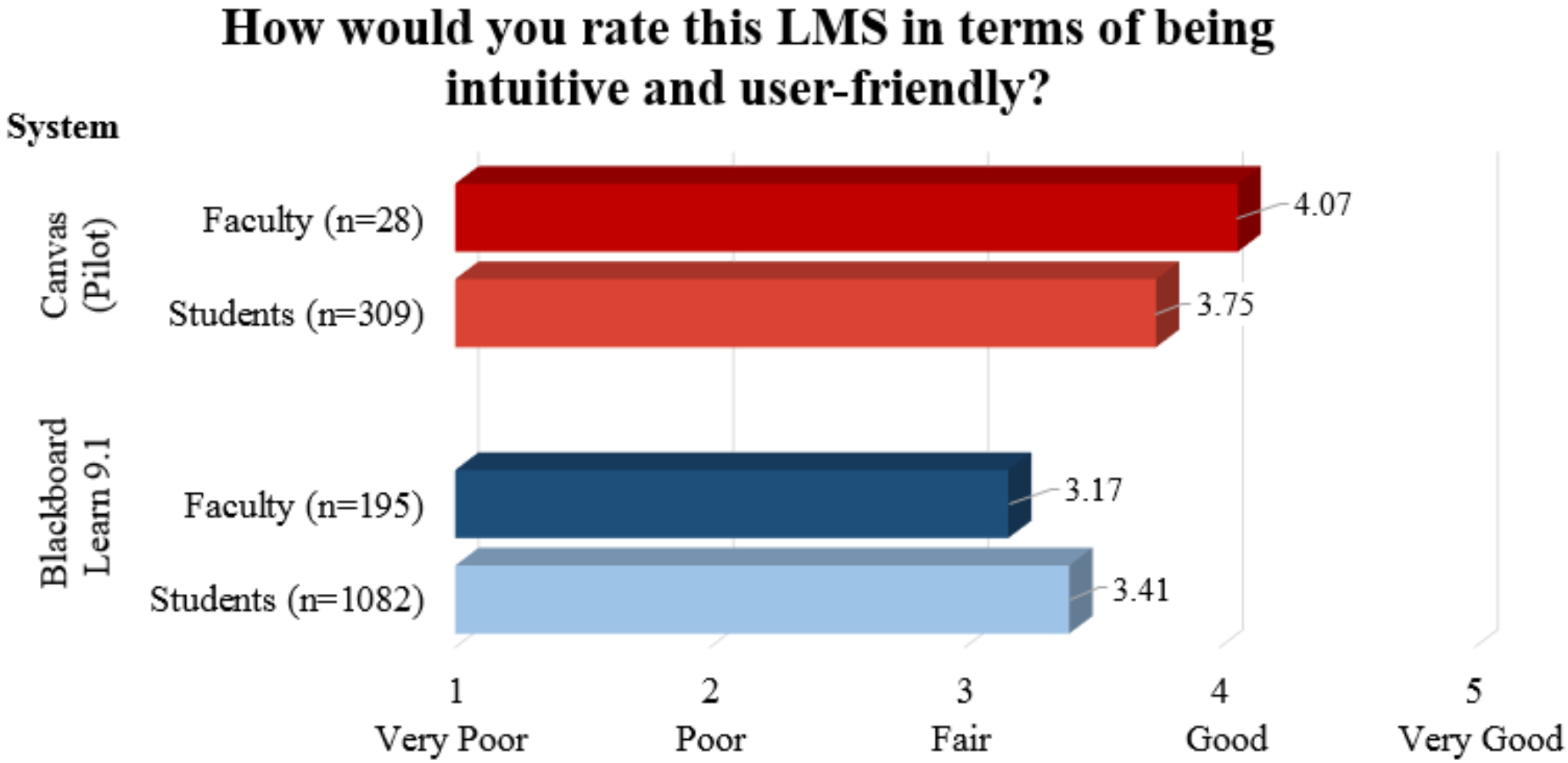
Data from Blackboard Survey and Canvas Pilots

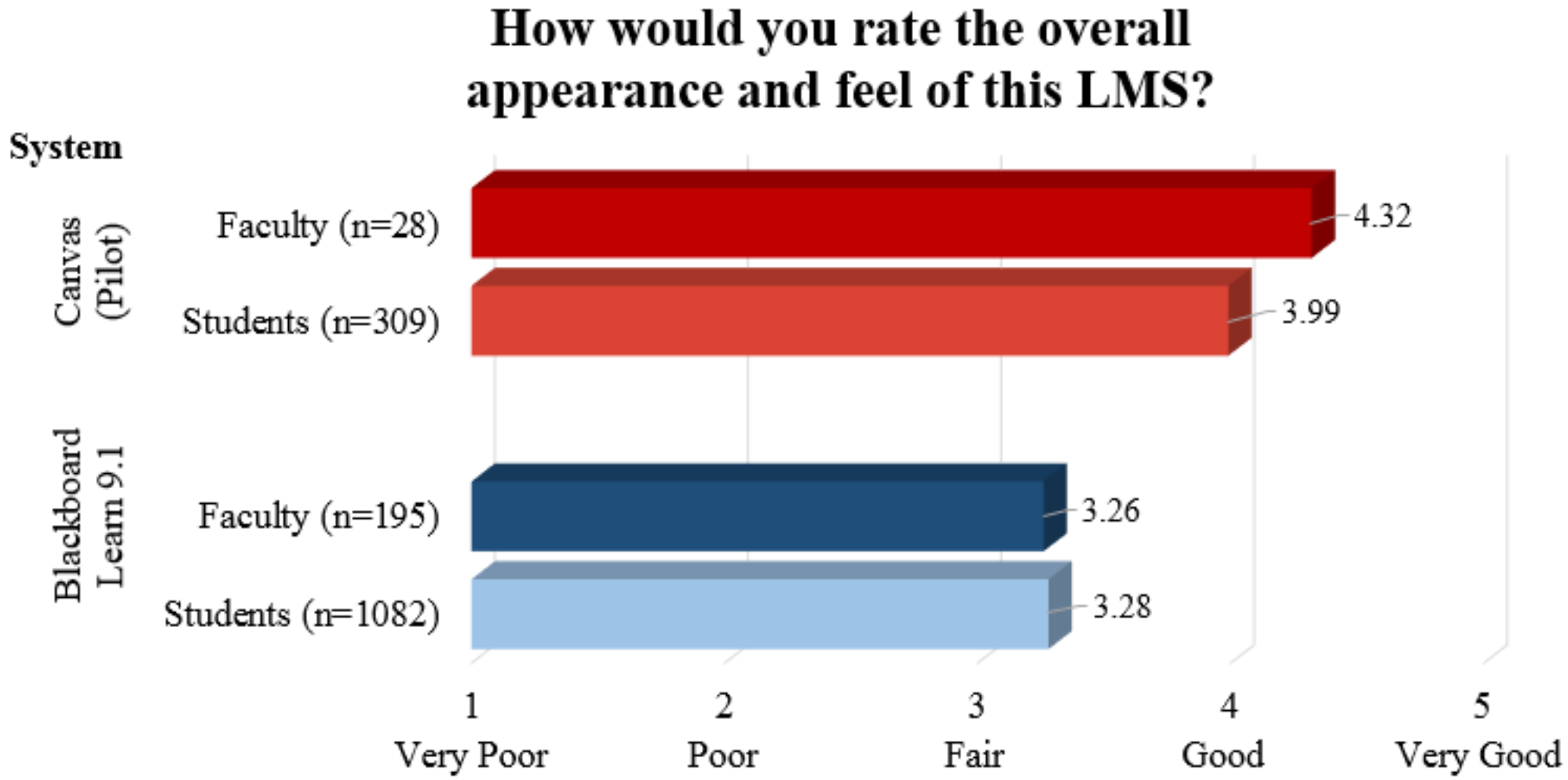
- A survey was sent through Blackboard in Fall 2015 to gather input from our campus community, revealing that there is room to improve the LMS experience.

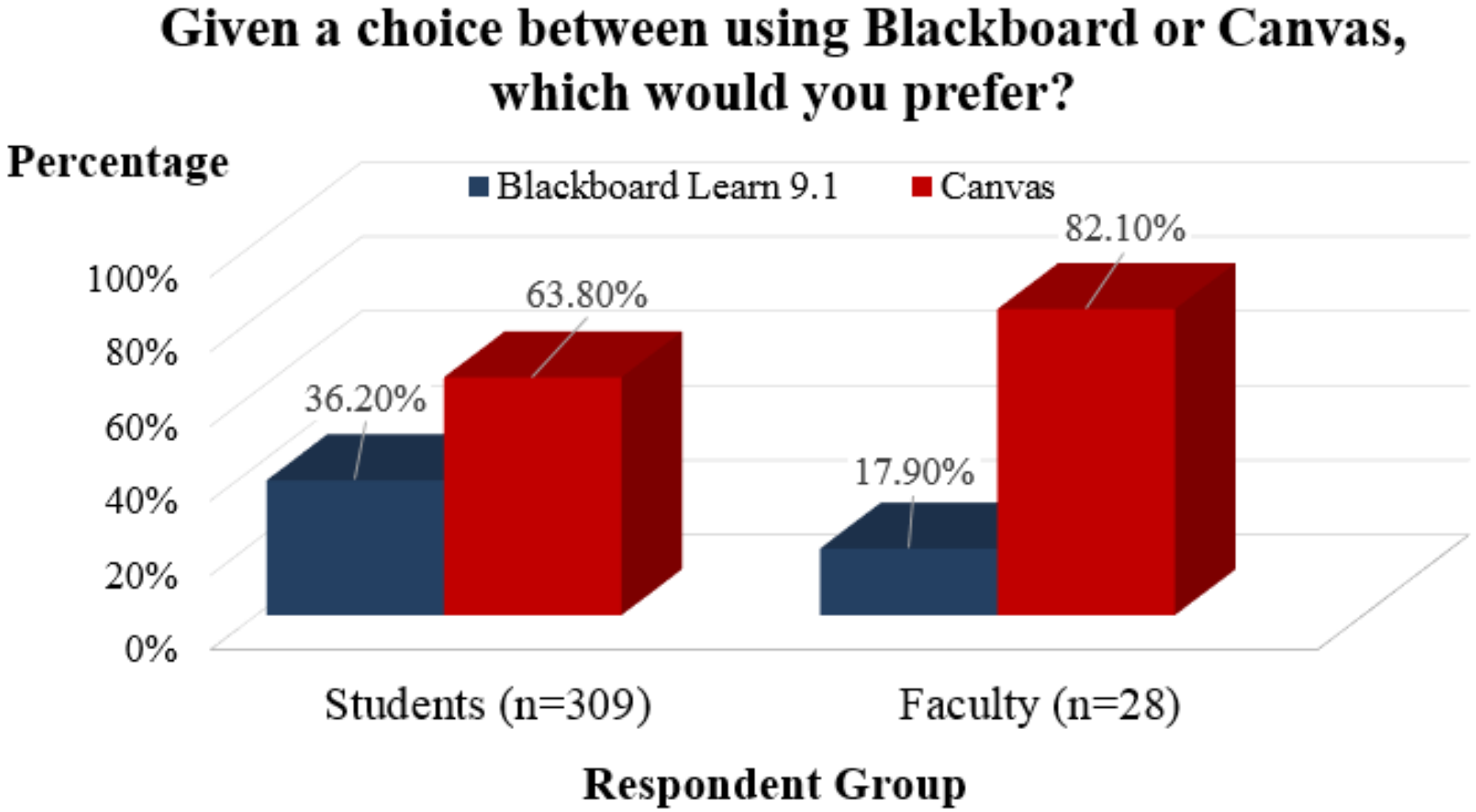
- All students and faculty who piloted Canvas in the 2015-16 academic year were given a survey to determine their level of satisfaction with Canvas and to compare Canvas with Blackboard. The majority of students and faculty preferred Canvas over Blackboard.

- The following slides provide a summary of the data collected.


How has this LMS met your learning or instructional needs?
System
Canvas (Pilot)
Faculty (n=28)
3.07
Students (n=309)
2.91
Blackboard Learn 9.1
Faculty (n=195)
2.76
Students (n=1082)
2.76
1
Not well at all
2
Moderately well
3
Mostly
4
Completely


How would you rate this LMS in terms of being intuitive and user-friendly?
System
Canvas (Pilot)
Faculty (n=28)
4.07
Students (n=309)
3.75
Blackboard Learn 9.1
Faculty (n=195)
3.17
Students (n=1082)
3.41
1
Very Poor
2
Poor
3
Fair
4
Good
5
Very Good


How would you rate the overall appearance and feel of this LMS?
System
Canvas (Pilot)
Faculty (n=28)
4.32
Students (n=309)
3.99
Blackboard Learn 9.1
Faculty (n=195)
3.26
Students (n=1082)
3.28
1
Very Poor
2
Poor
3
Fair
4
Good
5
Very Good


Given a choice between using Blackboard or Canvas, which would you prefer?
Percentage
Blackboard Learn 9.1
Canvas
100%
80%
60%
40%
20%
0%
36.20%
63.80%
17.90%
82.10%
Students (n=309)
Faculty (n=28)
Respondent Group

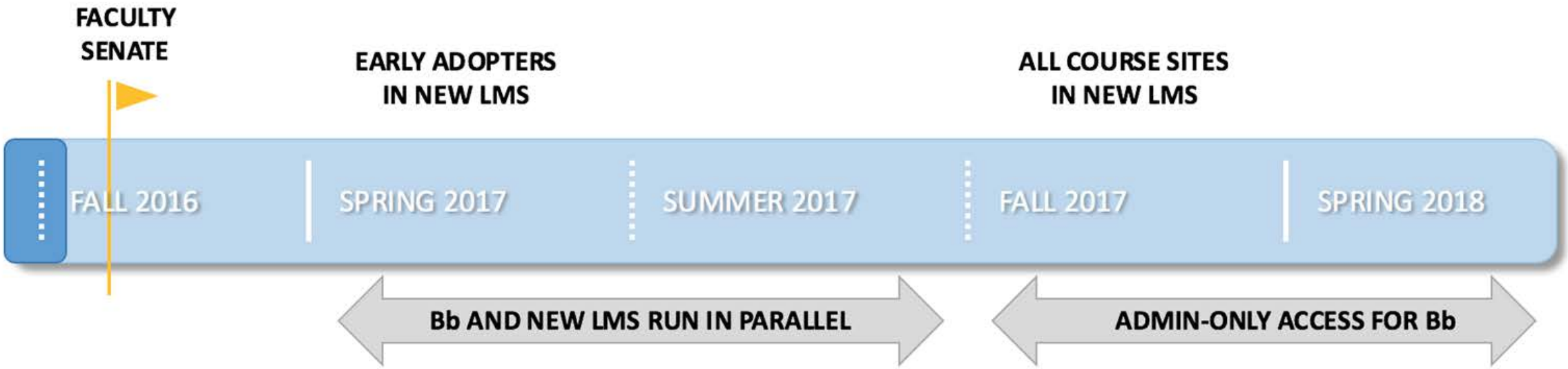
Transition from Blackboard to Canvas

- The transition from Blackboard to Canvas should provide faculty with enough time to learn Canvas and move their courses.

- Due to the confusion and difficulty students will experience during a transition, it is recommended that the transition be as brief as possible, while allowing the time needed for faculty to adjust to a new system.

- The LMS Faculty and Staff Advisory Committee recommends an LMS transition beginning in Spring 2017 and ending by Fall 2017. In order to meet this timeline, implementation would need to begin in October 2016.

Potential Transition Timeline



Need for a timely transition

- Ability to have faculty and students to use Canvas in the Spring will require a decision early in the Fall semester.

  "If you tell me in October that you would like me to try a new system in the spring, I will do it. If you tell me in November, I won't be able to do so."
  (paraphrased from Jonathan Sadowsky, Theodore J. Castele Professor, Associate Professor, Department of History)

Need for a timely transition

- Canvas piloters are ready to use the new system.

"...The data looks pretty clear in support of Canvas — and I loved it. I was hoping to use it this semester, but I am not finding my fall course (RLGN 206) in my Canvas login. Is there a way to add it? I'm quite invested in Canvas at this point and don't want to do without it!"
(Timothy Beal, Florence Harkness Professor of Religion, Chair, Department of Religious Studies)

Need for a timely transition

- A complete transition to Canvas by Fall 2017 will be of great benefit to students, allowing the incoming class to have one system. Students surveyed as part of the LMS pilots expressed dissatisfaction in having to go to two different systems for their courses.

- The School of Medicine, which currently uses a homegrown LMS solution, and other academic departments are very eager to begin using the new system to meet their accreditation requirements.

Faculty and Student Support During Transition

- Faculty will be supported learning Canvas and moving their content from Blackboard in multiple ways, including:
  - Departmental and other campus-wide workshops conducted by CWRU staff
  - One-on-one faculty support as needed
  - Drop in support across campus
  - 24/7 online assistance via Canvas help (chat, phone, email)

- A website will be designed to help students determine which LMS their classes will be in during Spring and Summer 2017

Faculty members of the Faculty and Staff Advisory Committee

Amy Wilson-Delfosse, Medicine*	Jenny Hawkins, WSOM*	Peter Yang, CAS
Jessie Hill, Law	Kristin Victoroff, Dentistry	Richard Drushel, CAS*
Carol Kelley, Nursing	LaShon Sawyer, MSASS*	Rolfe Petschek, CAS*
Cassandra Robertson, Law	Marc Buchner, CSE*	Sharon Milligan, MSASS
Catherine Demko, Nursing	Mariana Carrera, WSOM	Sree Sreenath, CSE
Evanne Juratovac, Nursing*	Mary Terhaar, Nursing	Stephen Haynesworth, CAS
Frank Merat, CSE*	Megan Holmes, MSASS	Sunniva Collins, CSE
Fred Collopy, WSOM	Mohan Sankaran, CSE	William Doll, CAS
Gary Chottiner, CAS*	Molly Berger, CAS	Yasuhiro Shirai, CAS
Gusztav Demeter, CAS*	Patricia Thomas, Medicine*	Zoe Wood, MSASS

* Members with an asterisk next to their name voted unanimously to move to Canvas in a meeting on August 19, 2016, or provided their vote via email prior to the meeting. All members had the opportunity to provide feedback before and after the meeting. No committee members voted against the proposal to transition to Canvas.

- A separate Student Advisory Committee indicated a preference for Canvas.

BY-LAWS OF THE FACULTY

OF THE

COLLEGE OF ARTS AND SCIENCES

April 20, 2016

Deleted: March 20, 2013

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ARTICLE I. PURPOSE

Section 1. Purpose

The purpose of these by-laws is to provide regulations to govern the faculty of the College of Arts and Sciences in discharging its responsibilities as provided for in the Constitution of the University Faculty.

ARTICLE II. MEMBERSHIP

Section 2. Members

Members of the faculty shall be all persons holding tenured or tenure-track appointments (assistant professor, associate professor, and professor), non-tenure track appointments (instructor and senior instructor), or special faculty appointments (see Article XIII, Section 42), as defined in the Faculty Handbook, Chapter 2, Article I, Sections A-C, in the departments listed in Section 32. Appointments of assistant professor, associate professor, and professor shall be exclusively tenured or tenure-track. Appointments of instructor and senior instructor shall be the only non-tenure-track appointments.

Section 3. Members *Ex Officio*

The following persons shall be members of the faculty *ex officio*: the President, the Provost, the Dean of the College, the Dean of Undergraduate Studies, the Director of the University Libraries, and the Dean of Graduate Studies.

Section 4. Voting Privileges

All faculty members who are tenured, tenure-track, or non-tenure-track (i.e., instructors and senior instructors), and all members *ex officio* shall have the right to vote. The official list of members of the faculty is that list submitted each year by the Dean of the College to the Secretary of the University Faculty, as provided in the Faculty Handbook, Chapter 2, Article I, Section F.

Section 5. Non-voting Members

Persons holding emeritus or special faculty appointments shall be invited to attend faculty meetings and participate in discussion but shall not vote.

ARTICLE III. RESPONSIBILITIES

Section 6. Responsibilities of the Faculty

The Faculty of the College of Arts and Sciences is responsible for all academic affairs of the college. As provided in the Constitution of the University Faculty, Article VII, Section A., Par. l.d, the faculty recommends awarding of degrees in course. Other specific responsibilities include but are not limited to the following: a) making recommendations to the Faculty Senate regarding requirements and standards for degrees, standards of admission for students, approval of new degrees, and discontinuance of existing degrees; b) review and approval of curricula and

content of degree programs; and c) setting standards for and making recommendations regarding facilities for teaching, research, and scholarship.

ARTICLE IV. MEETINGS

Section 7. Regular Meetings

The faculty shall hold regular meetings at least once each semester in October and March on dates to be determined by the Executive Committee in consultation with the Dean of the College. The faculty at any regular meeting may, by majority vote, fix the date of the next regular meeting. The October meeting shall be designated the annual meeting and shall include reports by the chair of the Executive Committee and the Dean of the College on activities of the preceding and current academic years.

Section 8. Special Meetings

The faculty shall hold special meetings when called by the President, the Dean of the College, the majority of the Executive Committee, or on petition to the Dean of the College signed by no fewer than 10 percent of the voting members of the faculty. The purpose of such a special meeting shall be stated by the person or group requesting the meeting. The business of the special meeting shall be limited to the matter or matters for which the meeting was called.

Section 9. Notification

The Dean of the College shall notify each member in writing at least seven days before each regular meeting and at least three days before each special meeting, specifying the time, place, and agenda of the meeting. The Dean of the College shall provide for recording minutes of all meetings of the faculty and of the Executive Committee and for distributing them to all members of the faculty.

Section 10. Chair, Quorum, and Order of Business

The President, or in the absence of the President, the chair of the Executive Committee or an Executive Committee member designated by the chair, shall preside at both regular and special meetings of the faculty. Each meeting shall be conducted in accordance with the latest edition of *Robert's Rules of Order*. Twenty percent of the voting membership shall constitute a quorum. Decision shall be made by majority vote of the members in attendance.

The order of business at all regular meetings shall be as follows:

a. Presentation and adoption of minutes
b. Resolutions in memoriam
c. Introduction of new faculty members
d. Announcements
e. Report of the Executive Committee
f. Report of standing and special committees
g. Report of the Faculty Senate's Representative to the Executive Committee
h. Consideration of unfinished business
i. Consideration of new business

ARTICLE V. COMMITTEES

Section 11. Standing Committees

The standing committees of the faculty shall be the Executive Committee, the Committee on Appointments, the Committee on Educational Programs, and the Graduate Committee.

Section 12. Selection and Terms of Office

Members of the standing committees shall be selected during the spring semester for the following year, by procedures specified in sections 14, 15, 24, 28, and 30. Terms of office shall begin on the day following commencement. The Dean of the College shall distribute to all members of the faculty a list of members to all standing and special committees at the beginning of each fall semester.

Section 13. Special Committees

The faculty may at any time provide for special committees to study and recommend on any matter or matters within its jurisdiction which it may deem appropriate.

ARTICLE VI. EXECUTIVE COMMITTEE

Section 14. Membership

There shall be 12 members of the Executive Committee, 11 with a vote and one without. The voting members shall consist of nine persons elected from the tenured, tenure-track, and non-tenure-track members of the faculty; one member of the faculty elected at large by the Faculty Senate to represent the college on the Executive Committee of the Faculty Senate *ex officio*; and the Dean of the College *ex officio*. The non-voting member shall be selected annually by the Chair Council from among its members and shall serve as a liaison between the Executive Committee and the Chair Council (defined in Section 36).

Section 15. Election and Terms

Elected members of the Executive Committee shall serve overlapping three-year terms and shall not be eligible for immediate reelection.

Election shall be by a two-ballot process. The Dean of the College shall prepare and distribute a first, or nominating, ballot listing all persons eligible to serve according to the following rules: department chairpersons are not eligible for election. All faculty members who are tenured, tenure-track, or non-tenure-track (i.e., instructors and senior instructors) are eligible except those from departments already represented among continuing elected members of the Executive Committee.

The Dean of the College shall then prepare and distribute a second, or election, ballot according to the following rules: The election ballot shall list twice the number of nominees to be elected but also listing no more than one person from each eligible department. Subject to this rule, those persons receiving the greatest numbers of votes from the nominating ballot shall appear on the second ballot. The Executive Committee shall resolve any tie votes.

Vacancies shall be filled by reference to the results of the most recent election and in order of preference according to the votes cast. Vacancies must be filled according to the

eligibility rules outlined above. Persons selected to fill such vacancies shall be eligible for election when their terms expire.

Section 16. Executive Committee Chair

The chair of the Executive Committee shall be a tenured faculty member and shall be elected annually by the committee from among its elected members. The election of the new chair shall be conducted at the first meeting of the incoming committee which shall be called by the Dean of the College.

Section 17. Regular Meetings

The Executive Committee shall hold meetings monthly during the academic year beginning in September on dates to be selected by the chair. However, the Executive Committee may at any regular meeting, by majority vote, fix the date of the next regular meeting.

Section 18. Special Meetings

The Executive Committee shall hold special meetings when called by the President, the Dean of the College, or the chair. The chair shall call a special meeting when requested by three members of the Executive Committee or when requested by 10 members of the faculty by a petition stating the purposes of the proposed meeting.

Section 19. Notification of Meetings

The chair shall notify each member of the Executive Committee in writing at least seven days before each regular meeting and at least three days before each special meeting specifying the time, place, and agenda of the meeting.

Section 20. Agenda

The agenda for Executive Committee meetings normally shall be as follows:

a. Approval of minutes for the previous meeting
b. Announcements by the chair of the committee
c. Dean's report
d. Committee reports
e. Chair Council and Faculty Senate reports
f. Consideration of Unfinished Business
g. Consideration of New Business

Any faculty member in the college may request that an issue be placed on the agenda. Items of new business may be placed on the agenda by any elected member of the Executive Committee or the dean.

Section 21. Chairing Meetings

The chair or, in the chair's absence, a member selected by the Executive Committee shall preside at both regular and special meetings of the Executive Committee.

Section 22. Responsibilities

The Executive Committee shall consider all matters of policy, procedure, and any other matter within the jurisdiction of the faculty which the committee may deem appropriate. Such

matters include but are not limited to appointments, reappointments, promotions, separations, tenure, academic freedom, curricula, professional and academic conduct, teaching load, student admission, terms and times of attendance, examinations, degree programs, and faculty organization.

A concern of the Executive Committee shall be fiscal planning and budget, and a subcommittee for that purpose may be established. Discussion of the college budget shall take place at least twice annually to consider budget matters at an early stage for the coming year and to review the budget after approval by the trustees.

The Executive Committee shall set the agenda for all regular meetings of the faculty, resolve tie votes in elections, and fill vacancies in committees.

The Executive Committee shall be advisory to the Dean of the College concerning the selection of department chairpersons, the appointment of special committees, and other matters that the Dean of the College may deem appropriate. It shall be advisory to the president in selection of the Dean of the College and shall nominate members of the search advisory committee in accordance with the Guidelines for Selecting Deans, Chapter 3, Part II, Section VIII. of Policies and Procedures for Members of the Faculty of Case Western Reserve University (hereinafter Policies and Procedures).

There shall be a review of the dean's performance every five years. The Executive Committee shall appoint a Dean Review Committee of six faculty members at the end of the fourth year of a dean's tenure which shall report to the Executive Committee by the end of the first semester of the fifth year. The review committee shall consider the dean's performance in the areas listed in Section 38: academic, fiscal, and administrative. The report summarizing the committee's findings shall be discussed with the dean prior to transmission to the Executive Committee. The Executive Committee shall transmit the report, together with the Executive Committee's recommendation with respect to reappointment, to the provost and the president.

The Executive Committee shall appoint the members of the Committee on Appointments and the Graduate Committee and prepare a slate of nominees for the Committee on Educational Programs in conformance with the criteria stipulated in Sections 24, 28, and 30.

The Executive Committee shall consider, on recommendation of the appropriate department chairperson, requests for sabbatical leaves of absence and shall forward them to the Dean of the College, together with the committee's recommendation on the merits of the study proposed and the applicant's qualifications to undertake it.

The Executive Committee, in conjunction with the Dean of the College, shall conduct elections in the spring semester for faculty senators representing the Faculty of the College of Arts and Sciences, according to the procedures specified in Section 39.

Section 23. Quorum and Voting

Six of the elected faculty members of the Executive Committee shall constitute a quorum and all decisions shall be by majority vote of those voting.

ARTICLE VII. COMMITTEE ON APPOINTMENTS

Section 24. Composition, Terms, Meetings, and Presiding Officer

The Committee on Appointments shall be composed of nine faculty members holding the rank of professor with tenure appointed by the Executive Committee, no two of whom shall be from the same department. The membership shall be selected so as to be broadly representative of the spectrum of disciplinary, scholarly, and research activities in the College of Arts and Sciences. Members shall serve a term of one year, but may be reappointed to a maximum of three consecutive years. The Dean of the College shall set a time and notify members of the first meeting each academic year. Vacancies for unexpired terms shall be filled by the Executive Committee. For meetings at which promotions, awards of tenure, or new appointments are acted upon, all members of the committee shall be present to constitute a quorum. At meetings dealing only with other matters, seven members shall constitute a quorum.

When an initial appointment must be considered and acted on at a time during which classes are not in session and, therefore, when some members may be unavailable to meet, the dean may appoint one or more temporary replacement members from among those who served on the committee in the previous academic year. Should this fail to constitute a nine-member group, the dean has the authority to make temporary special appointments in accordance with the composition guidelines outlined above in order to constitute a quorum of nine members.

The chair of the Committee on Appointments shall be elected annually by the committee at its first meeting of the academic year from among its own members. The Committee on Appointments shall hold meetings on dates to be determined by the chair, who shall notify each member at least three days before each meeting, specifying the time, place, and agenda for the meeting.

Section 25. Responsibilities

The Committee on Appointments shall consider all matters of tenure; promotions to the ranks of senior instructor, associate professor, professor, and research professor; initial appointments to the ranks of senior instructor, associate professor, professor, research associate professor, and research professor; appointments to chaired professorships; and third-year review of tenure-track faculty. The committee shall be advisory to the dean concerning appointments to chaired professorships. It shall also consider and make recommendations pertaining to the dismissal of tenured faculty members.

The committee is responsible for insuring the equitable applications of standards for assessing the credentials of all candidates considered by the Committee on Appointments in accordance with the Faculty Handbook, Chapter 3, Part One, Article I, Sections E-J. Assessment of tenured and tenure-track faculty shall be based on contributions to teaching, scholarly activity, research, creative performance, professional service, and service to the university and community, taking into account the different mixes and styles of contributions that are appropriate in different disciplinary areas. Assessment of research faculty shall be based on contributions to scholarly activity and research. Each faculty member whose appointment leads to tenure consideration shall be considered for tenure no later than six years after the date of initial appointment to the tenure track.

Section 26. Procedures

At the beginning of each fall semester, the Dean of the College shall draw up a list of those faculty members who must be considered for tenure during that academic year and shall notify the appropriate department chairpersons. Each department shall consider the merits of each of its own candidates in accordance with the Faculty Handbook, Chapter 3, Part One, Article I, Sections F and I, and shall transmit its recommendations to the Committee on Appointments. A department may, on its own initiative or at the request of one of its faculty, propose a candidate for tenure and/or promotion following the prescribed procedures. In addition, instructors may request consideration for promotion to senior instructor status at any time during their careers (although applicants should try to ensure they have sufficient work histories to be adequately evaluated).

For each candidate considered by the Committee on Appointments, the committee shall review the recommendation of the originating department and may invite the department chairperson or the chairperson's designee to appear before the committee to respond to questions from the committee. If there is a member of the committee from the same department, that member shall not participate in the discussion or voting.

The committee shall prepare a report containing its own recommendation, which shall represent a separate and independent assessment of the candidate as well as a review of the department's recommendation. The committee shall approve, disapprove, or refer recommendations back to the originating department for additional documentation. In the case where recommendations are referred back to departments, the departmental response shall normally be returned to the Committee on Appointments within two weeks. The chair of the Committee on Appointments is responsible for preparing each report and for insuring that the report accurately reflects the views of each member of the committee. In the event that the Committee on Appointments does not concur with the recommendation of the originating department, the committee shall transmit its report to the department chairperson for comment and submission of additional evidence in time for possible reconsideration by the committee before its recommendations are forwarded to the Dean of the College. All recommendations, positive and negative, shall be forwarded.

After receiving recommendations from the Committee on Appointments, the dean may convene a meeting with that committee in order to clarify matters related to the recommendations.

Section 27. Changes in Procedure

The Committee on Appointments shall recommend to the Executive Committee for its approval such rules governing the procedure of the Committee on Appointments and such criteria for the recommendation of appointments, promotions, and tenure as it deems appropriate.

ARTICLE VIII. GRADUATE COMMITTEE

Section 28. Membership

The Graduate Committee shall consist of six tenured, tenure-track, or non-tenure track faculty members, no two of whom are from the same department, and the Dean of the College *ex officio*. The Executive Committee shall appoint the faculty members and shall assure broad

representation of academic disciplines. Faculty members shall serve three-year overlapping terms. The committee shall select its own chair from among its faculty members, and the chair shall serve a one-year renewable term.

Section 29. Responsibilities

The Graduate Committee shall advise the Executive Committee concerning the needs of, and opportunities for, enhancing the environment for scholarly research, creative performance, and other creative activities involving graduate students, particularly with regard to fostering high quality and productive graduate research and creative endeavors. It shall advise on all other matters related to graduate programs in the college including, but not limited to, financing graduate education, academic integrity, and opportunities for new graduate programs. It shall serve as a vehicle for consideration of faculty concerns about graduate matters.

Faculty members of the college may request that the committee chair convene a meeting of the committee to consider an issue. In such cases, the committee chair determines whether to convene the full committee. If the chair declines to convene the committee, the faculty member requesting the meeting may petition the entire committee to request a meeting. If a majority of the committee members agree, the committee chair will convene the committee to address the stated issue. If there is a tie vote, the dean's representative to the committee will break the tie. The Executive Committee must be informed of all such requests sent to the committee chair and kept apprised of the committee's deliberations.

ARTICLE IX. COMMITTEE ON EDUCATIONAL PROGRAMS

Section 30. Membership

The Committee on Educational Programs shall consist of 16 members as follows: nine tenured, tenure-track, or non-tenure track faculty members, no two of whom are from the same department; two undergraduate students appointed by the Undergraduate Student Government; two graduate students chosen by the Graduate Student Senate, the Dean of Undergraduate Studies *ex officio*, the Dean of Graduate Studies *ex officio*, and the Dean of the College *ex officio*. Faculty members to replace members of the Committee on Educational Programs whose terms have expired shall be elected at the regularly scheduled spring faculty meeting. Prior to this meeting, the Executive Committee shall prepare a slate of candidates for this election and additional nominations may be made from the floor. The nominees shall be representative of the broad spectrum of disciplines within the college. Any nomination from the floor shall have the nominee's prior consent. Faculty members shall serve three-year overlapping terms. The committee shall select its own chair from among its faculty members, and the chair shall serve a one-year, renewable term.

Section 31. Responsibilities

The Committee on Educational Programs shall address academic issues relevant to all educational programs in the college—undergraduate, graduate, and continuing—and shall undertake periodic reviews of these programs. It shall be the committee of first instance for all curricular matters, including degree requirements, terms and times of attendance, examinations, and new courses; it may have further jurisdiction as delegated to it by the Executive Committee.

The committee shall report annually to the Executive Committee prior to the end of the academic year. In addition to a review of its activities during the year, the committee shall make recommendations for handling longer term educational issues which it has identified or which have been brought to its attention.

ARTICLE X. DEPARTMENTS

Section 32. Departments

The primary unit of the faculty is the College of Arts and Sciences. For the purpose of organizing the research and teaching functions of the faculty, the College of Arts and Sciences is divided into departments. The departments of the faculty shall be: Anthropology; Art History and Art; Astronomy; Biology; Chemistry; Classics; Cognitive Science; Dance; Earth, Environmental and Planetary Sciences; English; History; Mathematics, Applied Mathematics, and Statistics; Modern Languages and Literatures; Music; Philosophy; Physics; Political Science; Psychological Sciences; Religious Studies; Sociology; and Theater. All faculty members must have an appointment within a department. Programs of study or centers for research which may be established within or between these departments shall not be deemed departments.

Section 33. Department By-Laws

A department may be governed in accordance with by-laws adopted by its membership, ratified by the faculty through the Executive Committee, and filed in the Office of the Dean of the College, provided that the by-laws are consonant with the Constitution of the University Faculty, Policies and Procedures, and with these by-laws.

Section 34. Appointment of Chairpersons and Term of Office

Each department shall have a chairperson who shall report to the Dean of the College. A chairperson shall be appointed by the president upon recommendation of the Dean of the College and after the latter has consulted individually with each member of the faculty of the department and with the Executive Committee. The recommendation to the president shall contain a summary of the consultations with the faculty members of the department. The selection process shall follow the "Guidelines for Selecting of Department Chairpersons" as described in the Faculty Handbook. The aim of the appointment process is to identify a candidate for department chairperson who is acceptable to the president, the Dean of the College, and the department faculty.

Section 35. Responsibilities of Department Chairpersons

The chairperson shall be the executive officer of the department and shall exercise leadership in matters of department policy, including appointments, promotions, research, instruction, and department administration, in accordance with Policies and Procedures. The chairperson shall represent the interests of the department and of individual members of the department to other departments and to officers of the administration, keeping the department faculty informed of administrative actions and the administration informed of department action. Within the limitations imposed by confidentiality of individual faculty members, the chairperson shall keep the faculty of the department informed on issues of concern to the department.

The chairperson shall prepare the department's budget, subject to the approval of the Dean of the College. The chairperson shall monitor the expenditures of the department budget and shall report at least once each year to the faculty of the department on the state of the department budget.

The chairperson shall transmit recommendations for faculty appointments, reappointments, promotion, and tenure, together with his or her independent recommendation, and shall be the hiring officer for all other personnel assigned to the department. The chairperson shall consult with faculty of the department on appointment of non-tenure track persons whose responsibilities include instruction.

The chairperson of each department shall transmit an annual report to the Dean of the College.

Unless the responsibilities are otherwise assigned in the department's own by-laws, the chairperson shall, as necessary, convene and preside at all department meetings, appoint committees, delegate duties, prepare teaching schedules, maintain records, and conduct correspondence.

Section 36. Chair Council

The chairpersons of all the departments shall meet jointly in a Chair Council. The council also shall have a member selected by the Executive Committee from among its members. The Chair Council shall meet regularly, and shall be chaired by the Dean of the College. It shall address the common issues which arise from the responsibilities of department administration and shall function to share information and exchange views of matters of mutual concern to the departments.

Departments may choose to form separate groups of chairpersons from departments with common concerns. These separate groups may convene their own meetings or may be convened by the Dean of the College. They also may bring their concerns directly to the Chair Council or the Dean of the College.

ARTICLE XI. THE DEAN OF THE COLLEGE

Section 37. Appointment

The chief executive officer of the faculty shall be the Dean of the College of Arts and Sciences. The Dean of the College shall be appointed in accordance with Article VII.A of the Constitution of the University Faculty and with the Guidelines for Selection of Deans, Part II., Section VIII., of Policies and Procedures.

Section 38. Responsibilities

The Dean of the College has academic, fiscal, and administrative responsibilities.

a. Academic

The Dean of the College shall have the responsibility to build and maintain a faculty whose commitments and quality are consonant with the mission of the college; to provide leadership in undergraduate and graduate student recruitment and selection for the college; to achieve and maintain faculty balance and student balance in the college consonant with the concept of a comprehensive College of

Arts and Sciences; to undertake regular and systematic department reviews with the goal of improving the quality of programs and research activities; to develop and sustain both graduate and undergraduate programs of the highest quality; and to represent the academic needs, ambitions, and plans of the college both to the university administration, to other constituent faculties, and to outside constituencies.

b. Fiscal

The Dean of the College shall be responsible for administering the budget of the college to meet the objectives stated in Subsection a. above, and shall communicate the fiscal needs of the college to the university and other groups. The dean shall aggressively pursue all sources of income—including endowments, grants, tuition income, and gifts—in order to support the objectives of the college. Unless otherwise directed by the president, the dean shall serve as vice chair of the Case Advisory Board and present appropriate funding proposals from departments and programs in the college. The dean shall review the budget periodically with the Executive Committee and shall make an annual report of the budget and fiscal status of the college at a regular faculty meeting of the college.

c. Administrative

The Dean of the College shall assure the development and implementation of policies and best practices to promote effective and efficient operation of the college. Through engagement with unit faculty and stakeholders, the dean shall lead development of strategic and related plans and ensure their implementation and shall promote regular and open communication of information and decisions with faculty and other college stakeholders. The dean shall support the professional development and advancement of faculty and staff of the college, encourage high ethical and professional standards for all members of the college, shall support and encourage leadership development within the college, and shall assure that procedures and practices for evaluation of performance of faculty and staff, promotions, tenure, and leave are clearly documented and communicated. The dean shall communicate directly with each department chairperson regarding fiscal and academic issues within the departments. The dean shall also identify and recommend appointments of department chairpersons to the president.

ARTICLE XII. REPRESENTATION IN UNIVERSITY GOVERNANCE

Section 39. Faculty Senate

The faculty shall provide representatives to the Faculty Senate in accordance with the by-laws of the body. All representatives at large shall be elected by a two-ballot process, the ballots to be prepared and distributed by the Dean of the College and the election to be conducted by the Executive Committee in conjunction with the Dean of the College. The first, or nominating, ballot shall list all faculty members eligible to serve. Those with the greatest numbers of votes shall appear on the second, or election, ballot. The number of nominees on the second ballot shall be twice the number of senators to be elected. The Executive Committee shall resolve any tie votes.

To help faculty make informed choices, the first ballot shall also list the current senators from the faculty with their departmental affiliations.

Section 40. Other Bodies

In other cases when the faculty is asked to select representatives to university bodies and when the mode of selection is not specified, the Executive Committee shall either appoint such representatives or designate an appropriate method of selection.

ARTICLE XIII. POLICIES ON APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE OF FACULTY

Section 41. Faculty Titles and Definitions for Special Faculty Members

a. Lecturer
Lecturers may be either part-time or full-time. The appointment is used for individuals whose primary responsibility is to teach one or more courses. Appointments are for one year. In some cases appointments are made with the possibility of limited renewal.

b. Adjunct Faculty--(Instructor through rank of Professor)
Part-time service for individuals who hold primary staff or administrative positions within the university, or for individuals whose primary appointment is held outside the university in business, industry, or other institution. Adjunct faculty normally are not compensated. Continuing appointments are renewed annually with a $0-salary contract after the dean's office has received notification from the department in the spring semester.

c. Visiting Faculty--(Instructor through rank of Professor)
Full-time service (for the short- or long-term) for individuals from other academic institutions within the United States who are visiting for a period of up to three years, for individuals from foreign academic institutions who will visit for a period of one year or less, or for independent scholars without home institutions. Compensation may or may not be involved.

d. Secondary Appointment--(Instructor through rank of Professor)
Part-time service for individuals who hold primary faculty appointments within the university. No faculty member may hold a secondary faculty appointment at a rank higher than the rank held in his or her primary department or school. Compensation may or may not be involved. If compensation is to be made, a transfer of funds between departments or schools may be arranged. Usually there is no compensation paid directly to the individual. Continuing appointments are renewed annually by notification to the department during the spring semester.

e. Clinical Faculty--(Instructor through rank of Professor)
Part-time service for individuals who will engage in clinical training and/or supervision of students. Clinical faculty normally are not compensated.

f. Research Faculty (Research Associate Professor and Research Professor)

Appointment of research faculty shall follow the procedures described in the "Policies and Procedures for Research Faculty Appointments" approved by CAS and the Faculty Senate in 2000.

Section 42. Qualifications and Standards for Appointment, Reappointment, Promotion, and Tenure

The college evaluates candidates for appointment, reappointment, promotion, and tenure based on evidence of:

a. expert knowledge of field and a demonstrated commitment to continuing development of that competence,
b. dedication to and evidence of effective teaching,
c. commitment to a demonstrated continuing program of research or advanced creative activity and evidence of achievement in this work, and
d. willingness to perform university service.

Each department in the college must have written criteria for promotion and tenure and should make these available to faculty at least yearly.

Appointments and reappointments for non-tenure track faculty and for special faculty shall be made in accordance with the guidelines in Chapter 3, Part One, Section I.F of the University Faculty Handbook.

Section 43. Rights and Obligations of Faculty

The College of Arts and Sciences provides tenure-track faculty with a base academic year salary and office space. Non-tenure-track and special faculty receive resources as agreed in their contracts. The College of Arts and Sciences is committed to faculty development as described in the Faculty Development Policy adopted by the faculty on March 27, 1997.

Section 44. Procedures for Review of Tenure-track Faculty

The canonical pretenure period in the College of Arts and Sciences is six years. Tenure-track faculty shall receive an annual written evaluation of their professional progress relative to the qualifications for tenure described in the Faculty Handbook (3.1.F.). The department chair is expected to meet with the tenure-track faculty member annually to discuss his or her review. During the faculty member's third year, a formal review of progress toward tenure will be conducted by the eligible department faculty members. Absent sufficient eligible departmental faculty members (minimum of four), the dean will appoint a special committee for this purpose. The department or special committee's report will be reviewed by the Committee on Appointments.

Tenured faculty receive a written review annually. Tenured associate professors should meet with their chair regularly to review their progress toward promotion. Each department has a written mentoring policy outlining department procedures for mentoring faculty through the process of tenure and of promotion. These policies are reviewed and approved by the Executive Committee.

Section 45. Terminations in the Case of Financial Exigent Circumstances

In accordance with Chapter 3, Part One, I, E., 3. of the University Faculty Handbook, these by-laws set forth the following guidelines for termination of faculty in the event of financial exigencies facing the college. If all other remedies are exhausted, tenured faculty shall be terminated in reverse order of seniority of rank. Within a rank faculty shall be terminated in reverse order of length of service within that rank.

ARTICLE XIV. AMENDMENTS

Section 46. Proposal

Amendments to these by-laws may be proposed at any time by the Executive Committee or by any tenured, tenure-track, or non-tenure track member of the faculty to the Executive Committee for review and recommendation. Proposed amendments shall be distributed by the Executive Committee in written form to each voting member of the faculty no later than 14 days before either the next scheduled faculty meeting, which shall include discussion of the proposed amendments in its agenda, or a special meeting called for the purpose of hearing discussion on the proposed amendment(s). Following the meeting, the Dean of the College shall distribute the proposed amendments via an electronic voting mechanism to all voting members of the faculty.

Deleted: along with a secret mail ballot

Section 47. Approval

Approval of amendments shall require a two-thirds majority of the ballots cast, provided however that at least 50 percent of the ballots (excepting those from faculty on leave) have been returned.

ARTICLE XV. RATIFICATION

Section 48. Ratification

These by-laws shall be approved by a two-thirds majority of the total votes recorded. Upon approval, the by-laws shall be submitted to the Faculty Senate for its approval, according to the established procedures of that body.

December 4, 1992—Ratified by the Faculty of Mathematics and Natural Sciences and the Faculty of Humanities, Arts, and Social Sciences
December, 1993—Amended by the Faculty of the College of Arts and Sciences
April 21, 1994—Approved by the Faculty Senate

October 18, 1994—Amended by the Faculty of the College of Arts and Sciences

March 25, 1999—Amended by the Faculty of the College of Arts and Sciences
February 10, 2000—Approved by the Faculty Senate

November 30, 2001—Amended by the Faculty of the College of Arts and Sciences
March 26, 2002—Approved by the Faculty Senate

April 15, 2003—Amended by the Faculty of the College of Arts and Sciences
October 22, 2003—Approved by the Faculty Senate

May 9, 2003—Amended by the Faculty of the College of Arts and Sciences
October 22, 2003—Approved by the Faculty Senate

November 30, 2003—Amended by the Faculty of the College of Arts and Sciences
April 29, 2003—Approved by the Faculty Senate

October 11, 2005—Revision Approved by the A&S Executive Committee
December 9, 2005—Revision Approved by the Faculty of the College of Arts and Sciences
March 23, 2006—Approved by the Faculty Senate

October 17, 2007—Section 32 updated to rename Department of Religion to be Department of Religious Studies

April 28, 2010—Revisions (5) Approved by the A&S Faculty of the College of Arts and Sciences
September 23, 2010—Motions Approved Re: Department of Theater Split and Combination of Departments of Communication Sciences and Psychology to become Department of Psychological Sciences
November 16, 2010—Approved by the Board of Trustees

March 15, 2011—Revision to Rename Department of Geological Sciences to become the Department of Earth, Environmental, and Planetary Sciences Approved by the A&S Executive Committee
April 18, 2011—Approved by the Faculty of the College of Arts and Sciences
September 28, 2011—Approved by the Faculty Senate
October 15, 2011—Approved by the Board of Trustees

March 9, 2012—Revisions (8) Approved by the A&S Executive Committee
April 20, 2012—Approved by the Faculty of the College of Arts and Sciences
March 20, 2014—Approved by the Faculty Senate

October 11, 2012—Revision to Rename Departments of Mathematics and Statistics to be Department of Mathematics, Applied Mathematics, and Statistics Approved by the A&S Executive Committee
November 16, 2012—Approved by the Faculty of the College of Arts and Sciences
March 20, 2013—Approved by the Faculty Senate

January 8, 2016 – Revision to Section 46 to allow for electronic voting on By-laws Amendments – Approved by the A&S Executive Committee
March 25, 2016 – Approved by the Faculty of the College of Arts and Sciences
_____ - Approved by the Faculty Senate