

**RULES OF ORGANIZATION FOR THE FACULTY OF THE
COLLEGE OF ARTS AND SCIENCES, PITTSBURG STATE UNIVERSITY**

- I. **Membership.** All members of the General Faculty of Pittsburg State University who are members of the College of Arts and Sciences (CAS) are voting members of the Faculty of the College.
- II. **General Meeting of the Faculty of the College of Arts and Sciences.**
- A. Powers: All powers belonging to the Faculty of the College ultimately reside in the Faculty of the College as convened in a general meeting pursuant to these rules. All Faculty Committees of the College exercise delegated powers only, but their actions shall be binding unless overruled by a general meeting of the Faculty of the College. Any challenged committee action or any other item of business must be listed on an agenda of a general meeting of the Faculty to be acted on at that meeting.
- B. Convening of General Faculty Meetings: A general faculty meeting shall be called in either of the following manners:
1. The Dean of the College of Arts and Sciences shall call a meeting of the Faculty at least once each academic year. An agenda prepared by the Dean, shall be distributed to the General Faculty at least three days prior to the meeting. A call for agenda items shall be issued at least ten class days prior to the meeting date; items to be included on the agenda must be submitted to the Dean within five class days of the call.
 2. Should a petition signed by at least 12 members of the Faculty of the College, requesting a meeting of the Faculty and indicating proposed items of business, be filed with the Dean, the Dean shall call a general meeting of the faculty. The meeting shall be called within ten class days of the filing of such a petition.
- C. Organization: The officers for General Faculty meetings shall be as follows:
1. Presiding Officer – Chairman of the Academic Policy Committee.
 2. Recording Secretary – the Dean's Secretary.
- D. Quorum: A quorum shall consist of 30 members of the Faculty of the College.
- E. Parliamentary Procedure, Robert's Rules of Order: Shall be the parliamentary authority of meetings of the Faculty unless in conflict with these rules.

III. **Committees.** The standing committees of the Faculty of the College of Arts and Sciences shall be: the Curriculum Committee, the Academic Policy Committee, the Technology and Facilities Committee, and the College of Arts and Sciences Promotion Committee. Further, representatives from CAS are elected to the University Promotion Committee as well as the University Professor Committee. Members of the standing committees and CAS elected representatives to the university-wide committees shall serve a one-year term except for the Technology and Facilities Committee whose members shall be appointed by the Dean and shall serve staggered two-year terms. Special committees shall be established as needed.

A. Academic Policy Committee: The Academic Policy Committee shall make recommendations to Faculty of the College regarding policies related to the following: academic dismissal and reinstatement; development and retrenchment of academic programs; improvement of instruction; admission standards; faculty professional development; student recruitment and placement; and other matters related to academic standards. The membership of the Academic Policy Committee shall consist of the Dean of the College and one faculty member from each department elected by that department. The Academic Policy Committee shall elect a Chairperson from its own membership. The Chairperson of the Academic Policy Committee shall serve as Presiding Officer for general meetings of the Faculty of the College.

The Reinstatement Committee shall be a sub-committee consisting of three members of the Academic Policy Committee, and the Dean serving as a member ex-officio and Chairperson. Members shall be selected by the Academic Policy Committee. The Committee shall decide on student petitions for reinstatement in the College of Arts and Sciences and will follow regulations and policies established by the University and the College. All petitions and recommendations pertaining to specific cases shall be kept confidential. Appeals on individual cases shall follow the procedures established by the University Reinstatement Committee.

B. Curriculum Committee: The Curriculum Committee shall receive and review proposals for curriculum changes from all departments and independent programs within the College and shall make recommendations for action to the University Curriculum Committee or the Graduate Council. The membership of the Curriculum Committee shall consist of the Dean of the College and one faculty member from each department elected by that department or independent program elected by that department or independent program. The Dean shall serve as Chairperson of the Curriculum Committee.

Recommendations to the Curriculum Committee from each department or independent program must be discussed and approved by vote of the Faculty of that department or independent program. Dissenting opinions may be presented to the Curriculum Committee by prior notification to the Dean of the College.

- C. Technology and Facilities Committee: The Technology and Facilities Committee shall examine the technology and facilities needs of the College, based on information gathered from all CAS departments, and shall establish recommendations for long term planning. The committee shall submit those recommendations to the Dean. The membership of the Technology and Facilities Committee shall consist of two faculty members, one department chair, and one technology support person from the College of Arts and Sciences. Members of the committee shall be appointed by the Dean and shall serve staggered two-year terms.
- D. University Professor Committee: the CAS elected representatives to the University Professor Committee shall receive and review relevant documents concerning the applications for promotion of faculty to the rank of University Professor.

The CAS representatives to the University Professor Committee shall be determined by the following procedure. All current University Professors within the College, excluding chairpersons, are required to be on the ballot for membership on the University Professor Committee. If no University Professor is available from one of the groupings (Arts or Sciences), due to lack of University Professors from that group or because of sabbatical leaves, the group's representative will be chosen from Associate Professors from departments in that grouping. Associate Professors, excluding chairpersons, will be given the opportunity to strike their names from the ballot. The final ballot will be sent to all unit faculty with instructions to vote for one representative from the arts and one from the sciences.

- E. College and University Promotion Committees: The CAS Promotion Committee and the CAS elected representatives to the University Promotion Committee shall receive and review relevant documents concerning the applications for promotion of faculty. The College Promotion Committee shall deal with faculty applications generated within the College of Arts and Sciences; the University Promotion Committee shall deal with faculty applications generated across the University as a whole.

The membership of the committees shall be determined by the following procedure. A list of all faculty with the rank of University Professor, Professor, or Associate Professor (excluding chairs/directors who cannot serve on promotion committees) is prepared and sent to all those on the list, accompanied by a memo asking them to strike their names, and initial and return the list to the Dean's Office by a certain date if they do not want to be on the ballot. Faculty applying for promotion to the rank of Professor are not eligible to serve. Faculty are limited to serving three years out of a five-year period. Faculty on fall sabbatical leave are not eligible to serve. After a specified period of time, a second list is prepared reflecting the changes. A ballot, with instructions to faculty to vote for seven to serve on the college committee and three to serve on the university committee and to return the ballot to the Dean's Office by a certain date is then sent to all voting faculty (unit members). After the votes are counted, a list for each committee will be formed of the eligible faculty and votes received. Members are selected by the following rules. College of Arts and Sciences Academic Honors Committee:

College of Arts and Sciences Committee: The two highest recipients of votes from each group below are elected to the College of Arts and Sciences Promotion Committee.

Group 1: Art; English; Modern Languages and Literatures; Music;

Group 2: Biology; Chemistry; Mathematics; Physics; Nursing;

Group 3: Communication; Family and Consumer Sciences; History, Philosophy, and Social Sciences.

In addition, the highest recipient of votes after the electees from the three groups have been removed from the list will be elected to the committee, resulting in seven members.

University Level Committee: The highest recipient of votes from each group will be elected to the University Promotion Committee, resulting in three members.

A tie will be broken by drawing numbers. The electees, Academic Policies Committee chair, and Provost are notified of the results.

If faculty are elected to both the College of Arts and Sciences and University Promotion Committees, they may choose on which committee they wish to serve. A replacement will then be obtained by removing the electee(s) from the list of eligible faculty and votes received, and again selecting the highest recipients of votes as detailed in the rules above.

- F. College of Arts and Sciences Academic Honors Committee: The Academic Honors Committee of the Faculty Senate shall appoint 2 faculty members to serve as Co-Chairs for the College of Arts and Sciences Academic Honors Committee. The Co-Chairs will include one representing the schools/departments of natural sciences (physics, chemistry, biology, mathematics and nursing) and one from one of the other departments (art, communication, english & modern language, family & consumer sciences, history, philosophy, & social sciences, military science, music, and interdisciplinary programs).

The College of Arts and Sciences Academic Honors Committee will include a faculty member from each school/department participating in academic honors projects, the faculty member will serve for the next academic year. Each May, schools/departments should elect their faculty representative and send the name to the Dean prior to the conclusion of the spring semester. At the beginning of the fall and spring semester, the committee will to review all student applications submitted to ensure quality and rigor of the projects proposed according to the Guidelines of each discipline and follow the bylaws of the Faculty Senate.

G. Special Committees: A special committee is temporary in nature and created for a specific purpose and shall be dissolved upon completion of the assigned purpose.

- IV. **Amendments.** Amendments to the Rules of Organization must be proposed on a petition signed by at least 20 members of the Faculty of the College of Arts and Sciences and filed with the Dean. The Dean shall then call a general faculty meeting within ten *class* days of the filing of the amendment petition and publish the proposed amendment or amendments as the agenda for the meeting. An amendment must be passed by a majority of the members present and voting at the meeting.
- V. **Ratification of the Rules of Organization.** Following submission of the Rules of Organization to the Faculty of the College of Arts and Sciences the Dean shall call a general faculty meeting of the College within seven class days to consider adoption of the Rules of Organization. A majority of the faculty members present and voting at the meeting in favor of the Rules of Organization shall constitute ratification.

Revised April 2018