

**BYLAWS**  
of  
EMORY COLLEGE FACULTY  
Adopted 4 November 1969,  
Revised 19 April 1971,  
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30 September 1975, 11 April 1984,  
12 November 1985, 16 September 1986,  
31 December 1990, 11 September 1991,  
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19 November 2003, 8 September 2004,  
24 January 2007, 21 March 2007,  
September 2007, 20 February 2008,  
9 February 2011, 27 April 2011,  
22 February 2012.

**ARTICLE I**

Authorization

In accordance with the Bylaws of Emory University, the following Bylaws are adopted to govern the organization and procedures of the faculty of Emory College.

**ARTICLE II**

Membership

**Section 1. Members.**

Members are those full-time faculty who hold regular appointments at the ranks of professor, associate professor, assistant professor, professor of pedagogy/practice/performance, senior lecturer, lecturer, and instructor and whose primary appointments are in Emory College or the Institute of the Liberal Arts. The William Rand Kenan University Professor is also a member.

**Section 2. Associate Members.**

Associate members are those faculty who (1) hold rank not specified in Section 1; or (2) hold part-time or fixed-term visiting appointments; or (3) hold primary appointments in other schools of Emory University.

**Section 3. Members of the Divisions.**

In the application of these Bylaws the faculty members of the Division of the Humanities, the Natural Sciences and Mathematics, and the Social Sciences, shall be by self-designation. The default options for those who do not self-designate will be by appointment department as:

Division of Humanities - Faculty members in African American Studies, Art History, Classics, Comparative Literature, Creative Writing and Journalism, English, Film and Media Studies, French and Italian, German Studies, Linguistics, Middle Eastern and South Asian Studies, Music, Philosophy, Religion, Russian and East Asian Languages and Cultures, Spanish and Portuguese, Theater and Dance, Visual Arts, and The Graduate Institute of the Liberal Arts.

Division of Natural Sciences and Mathematics - Faculty members in Biology, Chemistry, Environmental Studies, Mathematics and Computer Science, Neuroscience and Behavioral Biology, and Physics.

Division of Social Sciences - Faculty members in Anthropology, Economics, Educational Studies, History, Health and Physical Education, Political Science, Psychology, Sociology, and Women's, Gender, and Sexuality Studies.

Faculty who wish to change their Division shall do so during an "open enrollment" period each Fall semester prior to the Spring elections. This "open enrollment" will be managed by the Governance Committee. Faculty elected to serve on a committee as a member of a specific Division will be considered as part of that Division during their time on the committee, even should the faculty member change their Division subsequently.

The William Rand Kenan Professor will be included in the division appropriate to his or her field.

### **Article III**

#### Jurisdiction and Functions

Jurisdiction and functions of the Emory College faculty are set forth in the Bylaws of Emory University, Article IV, Sections 1 and 2 (See Appendix A).

### **Article IV**

#### Officers

The Dean of the College shall be Chair of the Faculty. The Chair of the Governance Committee shall be Vice-Chair of the Faculty. The Dean may appoint, with the consent of the faculty, a Parliamentarian. These elective and appointive officers shall perform the duties usually pertaining to their positions.

### **Article V**

#### Committees

#### **Section 1. Governance Committee.**

**Membership.** The College Governance Committee shall consist of twelve members elected by

the faculty. Three members will be elected from each of the three divisions of the College by the members of that division and three members will be elected by the College faculty at large. The Dean of Emory College will serve on the committee as an ex officio non-voting member. Two College faculty members from the University Senate Faculty Council shall also serve as ex-officio non-voting members: (1) the untenured representative; and (2) one of the tenured divisional representatives, selected by the committee. One College faculty member from the Laney Graduate School Executive Council, selected by the Governance Committee, shall serve as an ex-officio non-voting member.

**Terms.** All members of the Governance Committee excepting the Dean shall serve three-year staggered terms.

**Eligibility.** All members of the faculty of Emory College shall be eligible to serve as members of the Governance Committee.

**Chair.** The Chair of the Governance Committee, who serves as Vice-Chair of the faculty, shall be elected by the members of the Committee for a one-year term.

**Secretary.** The Chair of the Governance Committee shall designate a member or members of the faculty to perform the duties of secretary for meetings of the Governance Committee and of the faculty. The person or persons designated as secretary may or may not be a member of the Governance Committee.

**Meetings.** The Governance Committee shall meet at least once per month from September through April inclusive. Such meetings may be convened either by the Chair of the Governance Committee or by the Dean of the College. Members of the Committee may convene a meeting upon a petition to the Chair, signed by one-half of the elected members.

**Jurisdiction and Functions.** *The Governance Committee represents the Emory College Faculty.* It may consider and take positions on any matter of interest to Emory College faculty including those having to do with the role of the College within the University where action by the Faculty of the College is presently limited by University Bylaws.

(a) **The Administration shall consult with the Governance Committee on all matters pertaining to the College and to the Faculty of the College.** This consultation shall include but not be limited to proposals for the development and modification of College programs and the setting of priorities and goals for the College. Consultation shall include reference to the budgetary implications of such proposals. The Committee shall have access to information necessary to conduct studies and to make recommendations to the Administration.

(b) **The standing committees of Emory College shall report to the Governance Committee.** Issues which the Administration wishes to be considered by a Standing Committee shall be directed to the Governance Committee, which shall determine the committee(s) to which the issue is to be assigned. The Governance Committee shall consider any matters presented to it by Standing Committees and may take whatever action concerning such matters as the Governance Committee deems appropriate.

(c) **The Governance Committee** shall set the announced agenda for meetings of the College Faculty.

(d) The **Governance Committee** shall circulate the minutes of each meeting of the Governance Committee to the College faculty within one week of such meeting.

(e) In conducting its business, the **Governance Committee** may appoint subcommittees, which may be composed of members of the **Governance Committee** or non-members, or both.

## **Section 2. Standing Committees.**

**A. Definition.** The Standing Committees of Emory College shall be:

Academic Standards, Admissions and Scholarships, Curriculum, Education Abroad, Educational Policy, Grievance, Lecture Track Faculty Promotion, and Tenure and Promotion.

**B. Membership.** Excepting special provisions noted below, each Standing Committee shall consist of a Chair elected by the faculty at large, three members elected from and by the faculty members of each of the three Divisions of the College (Humanities, Natural Sciences and Mathematics, and Social Sciences), and four student members.

**C. Terms.** Excepting special provisions noted below, faculty members shall serve three-year terms from 1 September; one member of each of the three Divisions shall be elected each year. Student members shall be appointed annually by the Governance Committee of the College from a list of four or more students nominated for each position by the College Council. Student members shall serve during the academic year in which they are appointed and shall be voting members.

**D. Special Provisions.** In addition, the following special provisions apply to the membership of the Standing Committees:

(a) The Grievance Committee, Lecture Track Faculty Promotion Committee, and Tenure and Promotion Committee shall not include student members.

(b) In addition to its membership noted above, the Education Abroad Committee shall have one member from and chosen by the Curriculum Committee, who shall be a voting member. The Associate Dean of Summer and International Programs and the Director of the Center for International Programs Abroad (CIPA) shall serve as ex officio members (non-voting).

(c) In addition to its membership noted above, the Educational Policy Committee shall have one member each from and chosen by the Curriculum Committee and the Committee on Academic Standards, who shall be voting members. The Dean of Emory College shall serve as an ex officio member.

(d) Members of the Grievance Committee shall be tenured.

(e) Instead of the membership noted above, the Tenure and Promotion Committee shall have nine members who shall all be tenured and, if possible, all full professors. All nine members shall be elected to serve three-year staggered terms according to the table appearing on page 18 of Principles and Procedures for Promotion and Tenure, Emory College, September 1, 1985. No member may serve on the Committee when it evaluates

a member of his or her own department. The Dean may appoint alternates when members are unable or ineligible to serve. The Chair of the Tenure and Promotion Committee shall be elected by its membership for a one-year term, and shall be a voting member. An Associate Dean of the College designated by the Dean shall be an ex officio (non-voting) member.

(f) The Lecture Track Faculty Promotion Committee shall have six members, three from the tenured faculty who shall be tenured, and, if possible, all full professors, and three from the lecture track faculty, who shall be, if possible, all Professors of Pedagogy, Practice, or Performance. All members shall be elected to serve three-year staggered terms. The Committee will include at least one member from the natural sciences, one member from the social sciences, and one member from the humanities/arts. No member may serve on the Committee when it evaluates a member of his or her own department or program. The Dean may appoint alternates when members are unable or ineligible to serve. The Chair of the Promotion Committee shall be elected by its membership for a one-year term, and shall be a voting member. An Associate Dean of the College designated by the Dean shall be an ex officio (non-voting) member.

**E. Meetings.** Each Standing Committee shall meet at least once each semester from September through April. The Chair shall convene meetings upon his or her own initiative, or upon petition to the Chair signed by one-half of the voting members of the Committee.

**F. Functions.** The functions of the Standing Committees shall be as follows:

- (a) A standing Committee may submit any matter to the Governance Committee for its consideration.
- (b) Any matter which a Standing Committee wishes to place on the agenda of a meeting of the Emory College faculty must first be submitted to the Governance Committee for its consideration, who may so place the matter on the agenda of the next such meeting, or send it back to the Standing Committee with advice for further study.
- (c) A Standing Committee may act under Article VI to add items to the agenda of a College faculty meeting.
- (d) In the conduct of its business any Standing Committee may appoint subcommittees, which may be composed of members of the Standing Committee or non-members or both.

**G. Jurisdictions.**

**Academic Standards Committee.** This committee approves readmission of students who have withdrawn for academic reasons or have been excluded; makes decisions on requests for non-resident study; and acts upon requests for waiver of existing academic regulations and requirements.

**Admissions and Scholarships Committee.** This Committee shall study and recommend to the faculty policies and standards for admission of students to Emory College; for award of College scholarship funds insofar as University Scholarship policies do not apply; and shall maintain liaison with University admissions officers in the carrying out

of College admissions policies.

**Curriculum Committee.** This committee shall study and make recommendations to the faculty concerning the curriculum of Emory College. It also gives final approval to the addition, deletion, and alteration of courses not affecting uniform requirements and approves concentration programs as submitted by departments and divisions.

**Education Abroad Committee.** This Committee shall study and recommend to the faculty policies and standards for the creation, deletion and periodic review of College-sponsored programs abroad and their integration into the curriculum of the College. It advises CIPA on academic policies concerning study abroad and scholarships for study abroad. The committee gives final approval to the creation, change, or deletion of College academic programs abroad and approves policies for the transfer of credit for courses completed abroad that are not equivalent to courses taught on campus, and it approves the addition, change, or deletion, of courses exclusively offered abroad. It gives final approval to requests/appeals to existing Study Abroad policies.

**Educational Policy.** This committee shall engage in a continuing re-study of the Emory curriculum with the purpose of making proposals and recommendations to the entire faculty, to divisions, to departments and to interdepartmental groups as to new educational possibilities that should be investigated, duplications that should be eliminated, and other matters that would improve the quality and variety of undergraduate education of Emory College. The area of general education at Emory College should have the committee's special concern. The committee should keep abreast of the main currents of educational development in the nation's colleges and assess their present and anticipated influence on Emory College.

**Grievance Committee.** This committee shall investigate and hear grievances brought by members of the Emory College Faculty. A "grievance" is any complaint of a faculty member relating to the employment relationship with Emory College including, but not limited to, improper administration or application of policies, unfair or unequal treatment, and working conditions. The committee makes recommendations to the Dean or the appropriate administrator.

**Tenure and Promotion Committee.** This committee shall review all appointments and promotions at the rank of associate professor and professor, all recommendations for reappointment following fourth-year reviews, and all appointments involving tenure.

**Lecture Track Faculty Promotion Committee.** This committee shall review all promotions at the rank of senior lecturer and professor of pedagogy, practice or performance.

## **H. Communications.**

(a) The Chairs of the Standing Committees, except the Grievance Committee, Lecture Track Faculty Promotion Committee, and Tenure and Promotion Committee, shall notify the Governance Committee of any actions taken by their committees, and of any recorded votes, as soon as possible after a meeting of their committees.

(b) In addition, the Chairs of Standing Committees, except the Grievance Committee,

Lecture Track Faculty Promotion Committee, and the Tenure and Promotion Committee, shall circulate to all members of the College Faculty a brief, itemized report of the actions taken by their committees, and of any recorded votes, no later than two weeks after such meetings.

### **Section 3. Review and Appeals.**

The faculty of the College as a whole reserves to itself the power of review over the actions of its Standing Committees, subject to the following provisions:

**A. Petition.** An action of a Standing Committee may be appealed to the Faculty as a whole upon the written petition of twenty-five members to the Chair of the Standing Committee or to the Vice-Chair of the Faculty.

**B. Deadline.** Such petitions shall be filed within two weeks of the Committee's action or within one week of the distribution of the report of the Committee's action, whichever shall be later.

**C. Placing appeal on agenda.** Upon receipt of the petition, the Chair of the Standing Committee shall notify the Governance Committee, who shall place the matter of the appeal on the announced agenda of the next regular or special meeting of the faculty and convene such meeting within four weeks of their receipt of the appeal. All such appeals must be considered by the faculty within the academic year in which they are brought.

**D. Voting.** A majority of those present and voting (and at least 50 votes) shall be required to reverse any action of a Standing Committee.

### **E. Special Provisions.**

(a) Specifically excluded from the preceding provisions shall be all actions of any Standing Committee pertaining to individual students, i.e. readmission, requests for non-resident study, etc.

(b) The above provisions on faculty review of decisions of Standing Committees specifically exclude appeal procedures to the Tenure and Promotion Committee on matters of tenure and promotion and on questions of reappointment following fourth-year reviews and to actions of the Lecture Track Faculty Promotion Committee on matters of promotion.

### **Section 4. Ad Hoc Committees.**

The Dean may create Ad Hoc Committees from time to time as these may become necessary for proper transaction of business and supervision of the affairs of Emory College, provided that the purpose of any such committee does not fall within the jurisdiction of a Standing Committee. The Dean shall consult with the Governance Committee concerning any ad hoc committee's purpose and membership before appointing it: shall regularly inform the Governance Committee of its activities; and shall consult with the Governance Committee before taking any action based on its findings. No ad hoc committee shall be appointed for a term longer than two calendar years.

## **Section 5. Nominations Committee.**

**A. Membership.** The Nominations Committee shall be chaired by the Chair of the Governance Committee or his/her designate, and includes the chairs of the Standing Committees of Emory College and additional faculty as may be appointed by the Chair of the Nominations Committee.

### **B. Jurisdiction and Function.**

(1) The Nominations Committee is charged with the responsibility of preparing a slate of candidates for all positions filled by election of the faculty of Emory College in which vacancies will exist for part or all of the coming academic year starting September 1. These include, but are not limited to: members of the Governance Committee, the Chairs and Members of the Standing Committees and representatives to the University Senate.

(2) The Nominations Committee shall nominate at least two members for each vacancy.

(3) Before being nominated, candidates will be contacted to determine their willingness to serve.

(4) The Nominations Committee shall act in close consultation with the Dean in proposing nominees to serve on the Tenure and Promotion Committee.

(5) The Nominations Committee shall nominate six faculty members to serve as faculty representatives on the Student Conduct Council.

(6) The Nominations Committee shall invite nominations from the College faculty, Chairs of Departments and Programs, and the Chairs of the Divisional Councils no later than February 1. In preparing the slate of candidates for committee vacancies, the Nominations Committee should strive to create committees that reflect the diversity of Emory College. The Nominations Committee shall present its slate of nominees to the faculty of Emory College not later than March 15.

(7) A faculty member wishing to stand for election but not nominated by the Nominations Committee may place him/herself on the ballot by a written request to the Chair of the Nominations Committee accompanied by the signatures of 20 members of the faculty endorsing the nomination. By the same procedure, and with the consent of the nominee, a faculty member may add the name of another faculty member to the slate of candidates prepared by the Nominations Committee. Such requests must be received no later than April 1.

(8) A candidate may provide a statement of his/her position on issues relevant to the office for which s/he has been nominated. Such statements and a brief biography of the candidates shall be distributed to the faculty prior to the election or included with the ballot.

(9) The elections will be conducted on or before May 1.

## **Section 6. Elections.**

**A. Method.** Election shall be by mail or electronic ballot and shall be by a majority of those voting. Should a runoff be necessary, it shall take place between the two candidates receiving the most votes, or more candidates should there be a tie vote.

**B. Supervision.** Elections shall be administered by the Dean's office staff and ratified by the Dean and the Chair of the Governance Committee.

## **Article VI**

### Meetings

#### **Section 1. Regular Meetings.**

The faculty shall meet at least twice each semester during the academic year on dates to be scheduled at the start of the academic year by the Dean in consultation with the Governance Committee.

#### **Section 2. Special Meetings.**

Special meetings shall be called by the Dean or by the Governance Committee. The Faculty may call a special meeting through a written request to the Dean signed by thirty members. When a special meeting is necessary on short notice, every effort will be made to inform members and associate members as far in advance as possible.

#### **Section 3. Agenda.**

The Governance Committee, in consultation with the Dean, shall set the agenda of faculty meetings. Meetings shall normally be announced sufficiently in advance to permit members and associate members to submit proposed agenda items to the Governance Committee and for the announced agenda to be distributed to the faculty at least one week before the meeting. An item not on the announced agenda may be added to the agenda only by a two-thirds vote of those members present and voting.

#### **Section 4. Voting and Floor Privileges.**

**A. Participation.** Members and associate members shall have voice and floor privileges, but only members shall have the right to make motions and to vote. Only those members present at a meeting shall be permitted to vote, and a member may cast only his or her own vote.

**B. Vote totals.** Resolutions of the faculty and motions on policy decisions are passed only when the majority numbers at least fifty. However, motions on procedural matters and motions needed in the formulation of a resolution or policy statement require only a simple majority of those voting. Motions which require only a simple majority vote include amendments, substitutions of one motion for another, tabling of a motion, and calling the question.

**C. Special provision.** A motion which alters either the graduation or distribution requirements of the College requires approval at two successive faculty meetings at which it is an agenda item.

**Section 5. Quorum.**

Seventy members shall constitute a quorum.

**Section 6. Visitors.**

Persons other than members and associate members shall be seated behind the faculty in such manner as not to interfere with decorum and proper deliberations of the body. Meetings may be closed to such persons by vote of the faculty. Anyone other than a member or associate member who wishes to address the faculty shall notify the Dean prior to the meeting. If the Dean or Governance Committee deems it advisable, the assembled faculty may be asked to permit such person(s) to speak.

**Section 7. Minutes.**

Copies of the minutes of each faculty meeting shall be sent to all faculty.

**Article VII**

Parliamentary Authority

The rules contained in Roberts' Rules of Order, Newly Revised, shall govern the Emory College faculty, and its Governance Committee and Standing Committees, in all cases to which these rules are applicable and in which they are not inconsistent with the Bylaws of Emory University or any special rules of the College Faculty.

**Article VIII**

Amendments

These Bylaws may be amended at any meeting of the faculty by two-thirds vote of those Members present and voting, provided that notice of any proposed amendment has been given to the Faculty at a preceding meeting or in writing at least one week in advance of the meeting at which the proposed amendment is to be acted upon.

**Appendix A**

**1. Faculty.** Responsibility for the instructional programs of the University shall be vested in the University Faculty under the direction of the President. The faculty shall include the President, the Vice-Presidents, Deans, Professors, Associate Professors, Assistant Professors, Instructors, and persons of such other rank or titles the President may recommend. The faculty of any school or college of the University shall include all such officers as have responsibility for instruction in the school or college. A member of the University faculty may be a member of the faculty of more than one school or college. Subject to general University policy and regulations and to powers vested in the President of the University and the University Senate, the faculty of any school or college shall have jurisdiction over the educational program and the internal affairs of

that division, including such matters as admission requirements, curricula, instruction, schedules, and degree requirements.

**2. Deans.** The Dean of a school or college shall be appointed by the Board of Trustees or its Executive Committee upon recommendation of the President, who shall have conferred regarding such recommendation with an appropriate committee of the members of the faculty of the school or college. The President shall also report to the Board a vote taken by the faculty of the school concerned on the person recommended. The Dean of a school or college shall have responsibility for the direction of the work of his or her division and shall be responsible to the President for the administration thereof. The Dean shall exercise leadership in the development of educational policies and programs. The Dean shall preside at meetings of the faculty of his or her school or college except when the President chooses to preside; the Dean shall supervise the work and direct the discipline of his or her division; the Dean shall advise with the President in the formation of the faculty, the determination of curricula, and concerning all the interests of his or her division, including its relationship to other divisions of the University and to the interests of the University as a whole.