

College of Arts & Letters Constitution

Approved by Council 10/30/2018
Approved by vote of college faculty 11/14/2018

Article I. Preamble/Mission

Section 1. The faculty of the College of Arts & Letters asserts that the liberal arts are the basis of higher education and good citizenship. The college is dedicated to preserving standards of excellence and quality in all undergraduate and graduate programs of study and research, with the understanding that a great university serves the needs not only of the state and the nation but also, in this era of globalization, the world. The mission of the College of Arts & Letters is to prepare students for active global and local engagement through scholarly research, professional development, and experiential, problem-based learning.

Section 2. The purpose of this Constitution is to provide a framework and a set of guidelines for the faculty of the College of Arts & Letters at the University of Toledo.

Section 3. This Constitution is intended to be consistent with Federal and Ohio laws, the rules and regulations of the Ohio Department of Higher Education, and the collective bargaining agreements (CBA). The College of Arts & Letters shall institute a council consisting of an elected representational body of its faculty to participate in shared governance of the college. The purposes of this body may include: a) consideration of academic regulations and policies, curriculum, programs, and other issues of concern to the faculty of the college and its dean; and b) coordination of evaluations of all academic administrators in their college under the level of dean.

Section 4. The rights, privileges, and responsibilities of all faculty members are specified in appropriate sections of The University of Toledo policies and the collective bargaining agreement between the Board of Trustees for The University of Toledo and the American Association of University Professors, University of Toledo Chapter.

Article II. Shared Governance

Section 1. The faculty of the college recognizes that its mission and goals can be achieved only through an acknowledgment of the principles of shared governance and working relationships between administrators and faculty and among faculty within the academic units must be based on mutual respect, transparency, representative participation, and clarity of roles. The Constitution of the College of Arts & Letters aims to establish principles and operating procedures grounded in acceptance of mutual accountability and shared commitment.

Section 2. The authority for faculty shared governance derives from the University Faculty Senate Constitution Article XIII and the Appendix Article IV, and the Collective Bargaining Agreement Article 7. General authority comes from the national AAUP Statement of Government of Colleges and Universities of 1966.

Article III. Academic Freedom

Section 1. Academic freedom is essential to search for truth and its free exposition in research and teaching. Freedom in research is fundamental to the advancement of truth.

iii. Notification: The Dean shall prepare a list of all eligible voters in the department and shall notify them, including those in absentia, of the impending vote in sufficient time to permit those unable to attend the meeting to cast absentee or email ballots. Absentee ballots shall be sent by the voter directly to the Dean and prior to the departmental election meeting.

iv. Voting: The Dean or a designee from the college office, not a member of the voting department, shall conduct the voting at a special meeting called for that purpose. Only the Dean or a designee and the eligible voters of the department may be present. The vote shall be taken by secret ballot and counted in the presence of those voting. The results announced shall include the votes of those who cast absentee ballots.

v. Lack of Confidence: If a majority of those eligible to vote cast no-confidence ballots, the Dean, in consultation with the department, should initiate the selection process outlined in Article IV.6A. A chair who fails to receive a vote of confidence should be removed from the position by the end of the current academic year.

vi. Early Vote of Confidence: One-half of the eligible voting faculty of a department, as defined in

~~Article IV.6A (b) (2) (i) shall be sufficient to initiate a vote of confidence in the department chair. If a majority of those eligible to vote cast no-confidence ballots, the Dean, in consultation with the department, should initiate the selection process outlined in Article IV.6A. A chair who fails to receive a vote of confidence should be removed from the position by the end of the current academic year.~~

contents of the petition and the text of any proposals on which the faculty is expected to act. The Dean shall inform each college faculty member by e-mail about the nature of the meeting, its time and place, and its agenda.

(C) No business of the college or the college faculty may be approved during special meetings. Instead, any such business proposed at a special meeting will be referred to the Executive Committee of the College Council for inclusion as an agenda item at a subsequent College Council meeting.

Section 3. Agenda: The agenda for regular meetings shall be prepared by the Dean in consultation with the Executive Committee of the College Council, and shall be received by the faculty at least three days in advance of the meeting, together with the texts of any proposals on which the faculty is expected to consider. Any faculty member may request that an item be placed on the agenda by submitting a written request to the Dean.

Section 4. Limitations on Scheduling of Meetings: No regular or special meeting shall be held during the final examination period, or on scheduled holidays, fall break, Thanksgiving break, winter break, spring break or during the summer.

Section 5. Quorum: A quorum for any regular meeting of the entire college faculty shall consist of 51% of college faculty with voting privileges, as defined by Article 6. Establishing quorum is not required for special meetings of the college faculty because Article V.2(C) states that no business of the college or of the college faculty may be approved dages of tb993(equ)5 3.777998(i)1.004(et)-2.998(in)5(g)13.995(o)-6.9fS

(B) Other standing college committees may be created with approval of the College Council with a 2/3rds majority vote

(C). Standing committees may be abolished by the College Council with a 2/3rds majority vote

Section 2. Special College Committees:

(A) The Dean may create a special college committee to examine an issue under the purview of the Dean and to make recommendations to the Dean on that issue. Special college committees shall neither consider nor make recommendations on any issue under the purview of an existing standing or temporary committee of the College of Arts & Letters Council unless it is with the assent of College Council Membership of special college committees shall be comprised of faculty members in the College of Arts & Letters. The Dean, in consultation with the department chairs, will appoint members to special college committees.

(B) Prior to the first meeting of a special college committee, the Dean or his/her designee must announce to the College Council the formation of that committee, a description of its charge, its membership and the tenure status of each member of the committee. In contrast to a standing college committee, a special college committee is expected to meet its charge within two consecutive semesters (including summer). Therefore, the duration of a special college committee shall not exceed that period, and new members must be selected if the committee is reconstituted after that period.

Section 3. Appointments to College Committees:

(A) Members of the College Committee on Academic Personnel shall be elected by tenured and tenure track faculty in accordance with collective bargaining agreements, provisions of this document and published College Council bylaws

(B) Appointments to other standing college committees will be made by the Dean with advice from the Executive Committee of the Arts & Letters Council. There shall be equal membership among Arts, Humanities, and Social Sciences faculty members on all such committees. Appointments to standing college committees are restricted to College of Arts & Letters faculty members eligible to vote on college issues, as defined by Article IV.1.

(C) Appointments to special college committees will be made by the Dean with advice from department chairs. There shall be equal membership among Arts, Humanities, and Social Sciences faculty members on all such committees. Appointments to special college committees are restricted to College of Arts & Letters faculty members eligible to vote on college issues, as defined by Article IV.1.

Article VII. Arts & Letters Council

faculty to rescind such action under the provisions of Article 6. The College Council shall also review the annual report of all College of Arts & Letters standing committees.

(A) Committees: The Arts & Letters Council may establish standing and temporary committees and determine their areas of jurisdiction. Such committees report directly to the College Council. Appointments to standing and temporary committees of the Arts & Letters Council are made by the Executive Committee of the College of Arts & Letters with the consent of the College Council. The term of office for all committee

(B) Chair line of succession: The Council Vice-Chair will automatically ascend to Council's Chair role for the following College Council unless they are replaced by a majority vote of College Council at the end of their term as Vice-Chair.

(C) No individual may hold more than one position on the Executive Committee of Arts and Letters College Council.

(D) In the case of Executive Committee members elected at other times to serve as replacements for departing Executive Committee members, their terms will commence upon election and will end upon the spring semester election of the subsequent Executive Committee.

Section 3. Membership: The Arts & Letters Council shall have the following membership.

(A) As many as two full-time tenured or tenure-track faculty representatives from each department

i. The list of Departments shall be limited to:

a) Long established academic programs administered by a department chair and comprised additional tenured/tenure-track non-administrative faculty members, and

b). Interdisciplinary programs not otherwise affiliated with another department, with a

- ii. Humanities
- iii. Social sciences

1) Departments defined under Article VII.3 (A) may determine to which college division they are aligned. Such determinations must be reported to the College Council Executive Committee in writing by February 1st in each year or the prior year's division affiliation will continue.

(D) The immediate past Chair will remain on the College Council for a period of one year with voting privileges.

(E) The Dean, associate deans, and directors are nonvoting members of College Council. They may engage in debate.

(F) Three lecturer-at-large representatives may be elected from the lecture faculty.

(G) Two lecturer representatives from each college division as determined under Article VII.3 (C) may be elected

Section 4. Elections: Faculty representatives under subsection Article VII.3 (A) shall be elected by the full-time tenured, tenure-track, and lecturer rank faculty members of the departments or academic units that they represent. Faculty representatives under subsection Article VII.3 (F) shall be elected by the full-time lecturer faculty members of the college. The full-time tenured or tenure-track members of the Arts, Humanities and Social Sciences divisions, as determined under Article VII.3 (C) voting at large, shall elect their at-large faculty representatives from full-time tenured or tenure-track members of their same division. Article VII.3 (G) shall be elected by the lecturer members of the Arts, Humanities and Social Sciences divisions, as determined under Article VII.3 (C) voting at large for members of their same division. The Council Committee on College Elections shall supervise these and other large college or division elections.

(A) Prior to the end of the first week in April of each year, each department shall conduct its election of department and alternative representatives for the subsequent academic year. Within 5 business days the department chair shall inform both the College Council Chair and the College Council Secretary of the result of these elections.

(B) The Council Committee on College Elections shall supervise at-large, lecturer, and other elections. At-large elections shall be conducted in April of each academic year.

- i. Election to division-based at-large membership positions

Section 5. Vacancies: College Council bylaws shall establish procedures for filling vacancies in its membership.

Section 6. Terms of Office: The terms of office for all members of College Council shall be two years. The terms of those elected under subsection Article VII3(C) and Article VII3(F) above shall be staggered. Student representatives shall serve one-year terms, and are eligible for reappointment and reelection.

Section 7. Meetings and Procedures: In accordance with provisions in this document, College Council shall establish and publish the bylaws that establish operating procedures and meeting dates

(A) Regular Meetings: Regular meetings of the Arts & Letters Council shall be scheduled at least once per month during the academic year. This shall be on a date and time that does not conflict with Faculty Senate meetings. Meetings may be called if the Chair determines that no items for discussion are proposed or pending from previous meetings, a simple majority indicates inability to attend, if the university has cancelled classes due to a weather event, or by unanimous consent. Meetings of College Council shall not be scheduled during summer sessions, Thanksgiving, winter break, fall break or spring break, or at other times when the university is not in session.

(B) Special Meetings: The Executive Committee or, in an emergency, the Chair shall have the authority to call special meetings. College Council itself may provide for holding additional meetings. In addition, five members of College Council may call special meetings by a petition submitted to the Secretary of Council. Special meetings called by petition shall be held no later than ten days from the date of the filing of the petition with the Secretary. Members of the faculty shall be given written notice of the meeting at least three days in advance of the meeting, and the notice shall cite the contents of the petition and the text of any proposals on which the faculty is expected to consider.

(C) Quorum: A quorum for College Council meetings shall consist of simple majority (51%) of elected members of the College Council for business to be conducted.

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iv. Within three business days of announcement the proposed amendment presented to the Board shall be distributed electronically to all college faculty members by the