

*Enacted: 2015-06-10; Amended: 2017-12-06; 2018-02-28; 2021-09-29**

Bylaws of the College of Arts and Sciences Governance Structure

The Governance Structure of the College of Arts and Sciences (CAS), and these Bylaws, have been adopted in the belief that excellent governance in universities is characterized by clear, timely and open communication and a strong voice for staff and faculty in matters that involve their professional expertise or that affect their professional lives.

These Bylaws do not supersede the provisions of the Seattle University Faculty Handbook.

Section 1: Membership, Officers, Eligibility and Duties: Faculty Staff Senate

1.1. Membership of College of Arts and Sciences Faculty Staff Senate (FSS) shall be comprised of eleven (11) voting members and one (1) ex officio non-voting member to include:

- Three (3) Staff. All full-time staff and part-time staff with at least two (2) academic quarters service with Seattle University are eligible for nomination or self-nomination. Term of office is three (3) years, renewable by re-election.
- Five (5) Tenured/Tenure Track (T/TT) faculty, to include one (1) T/TT faculty member from each of the following three areas: Humanities, Social Sciences, Graduate Programs/Professional Programs and two (2) at-large T/TT faculty members. Tenured/tenure-track FSS seats are open to all T/TT faculty (regardless of years of service). The term of office is three (3) years, renewable by re-election.
- Three (3) Non-Tenure Track (NTT) members to include one (1) from Humanities, one (1) from Social Sciences or Graduate Programs/ Professional Programs, and one (1) at-large NTT faculty member. Candidates must have served at least two (2) academic quarters with Seattle University before nomination or self-nomination. To serve in FSS, full-time NTT (FTNTT) faculty must have an appointment in the CAS during the current academic year. Part-time NTT (PTNTT) faculty must be scheduled to teach at least one course during the current academic year. The term of office for FTNTT faculty is three (3) years while the term for PTNTT candidates is one (1) year; both are renewable by re-election.
- One (1) ex officio non-voting member: Dean or Dean's representative (appointed by the Dean).

1.2. Officer Terms, Eligibility and Duties

1.2.1. President

- **Term and Eligibility:** The President shall serve a three (3) year term. Eligible candidates include T/TT faculty, FTNTT faculty and full-time staff. Candidates must have served at least two (2) years with Seattle University before nomination or self-nomination. The FSS members elect the President by a vote held during Spring Quarter, for a term beginning July 1 and concluding June 30.
- **Duties:** The President of FSS, in consultation with the Vice President and FSS members, sets meeting agendas; presides at meetings; supervises elections of FSS members as well as elections to CAS Standing Committees; meets regularly with the Dean and the FSS Vice President; coordinates with the FSS Vice President, the Dean and the CAS Executive Committee (EC) and communicates with the faculty and staff of CAS on behalf of FSS.

1.2.2. Vice President

**The 2021 series of bylaws amendments approved by EC, FSS and the Dean are still awaiting final University approval.*

- **Term and Eligibility:** The Vice President shall serve a three (3) year term. Eligible candidates include T/TT faculty, FTNTT faculty and full-time staff. Candidates must have served at least two (2) years with Seattle University before nomination or self-nomination. The FSS members elect the Vice President by a vote held during Spring Quarter, for a term beginning July 1 and concluding on June 30.
- **Duties:** The Vice President of FSS assists the President with the duties listed in section 1.2.1, above, and represents the President in the President's absence.

1.3. Dean's Role

- 1.3.1. The Dean is a non-voting ex officio member of FSS. The Dean, or their representative, is welcomed to attend FSS meetings unless FSS is meeting in Closed Session or Executive Session. (See Section 4: Meeting Procedures and Agenda).
- 1.3.2. The President and Vice President of FSS shall meet regularly (at least as frequently as FSS meetings) with the Dean to discuss matters under FSS consideration and to seek input from the Dean regarding those matters.

Section 2: Resources and Compensation: Faculty Staff Senate

- 2.1. **Administrative Assistance:** The FSS shall have an assigned Administrative Assistant. The Administrative Assistant shall not be an elected member of FSS. The duties of the Administrative Assistant shall include attending meetings, recording and distributing minutes, scheduling meetings, preparing agendas and other responsibilities as assigned by the President of FSS.
- 2.2. **Compensation for FSS Officers:** The President and Vice President of FSS, if they are full-time faculty, shall have one course release each year during their term as officers of FSS. If the President or Vice President is a staff member, they shall receive a \$1,500 stipend each year of their term. The stipend shall be drawn from the Dean's budget and approved by the Dean.
- 2.3. **Compensation for FSS Faculty Members (non-officers):** Part-time faculty members of FSS shall receive a stipend of \$1500 per year. Receipt of stipends by PT faculty depends on regular attendance at meetings and satisfactory service (e.g., service on subcommittees). Full-time faculty (T/TT and NTT) shall not receive a stipend or release time for serving on FSS. Membership on FSS may qualify faculty for a higher rating on their annual reviews and should be acknowledged in supervisors' comments.
- 2.4. **Compensation for FSS Staff Members (non-officers):** Staff members who are not officers shall not receive a stipend for serving on FSS and shall carry out their FSS-related duties as part of their regular duties at Seattle University. Department Chairs, Program Directors or other supervisors shall accommodate reasonable absences for FSS duties. Membership on FSS may qualify staff members for a higher rating on their annual reviews and should be acknowledged in supervisors' comments. Departments that have a staff member appointed/elected to FSS shall receive extra Work-Study funds from the Dean's Office in the amount of 10 hours per quarter to help accommodate absences.
- 2.5. The FSS shall have an annual non-salary operations budget.

- 2.6. The FSS shall have access to a lockable file cabinet in the Dean's Office in which to store physical materials. The FSS shall also store electronic materials in CAS shared folders, on the CAS website or the equivalent.

Section 3: Election Procedures: Faculty Staff Senate and CAS Standing Committees

- 3.1. Elections are to be held throughout the entire CAS with all FT and PT faculty and staff eligible to vote for all FSS positions. Elections shall be decided by a simple majority of the votes cast unless otherwise stated in these Bylaws.
- 3.2. All FT and PT faculty and staff are also eligible to vote for all CAS Standing Committee positions unless otherwise stated in Appendix B.
- 3.3. The President and Vice President of FSS shall conduct elections for members of FSS and for elected members of CAS Standing Committees. The President and Vice President may designate a group of CAS faculty and staff to conduct elections under the supervision of the President and Vice President. Faculty and staff shall not conduct elections in which they are candidates. The manner of conducting elections, other than what is specified in these Bylaws, is to be decided by FSS.
- 3.4. The FSS must establish and publicize a period for nominations for FSS and elected Standing Committee members. The nomination period shall be at least two weeks and elections are to be held each year in Spring Quarter. Any eligible voter may submit nominations for FSS or the Standing Committees. A member of the CAS may self-nominate. All those who are nominated and are eligible to serve shall be submitted to the vote of the eligible voters.
- 3.5. The term for FSS and Standing Committee members begins on July 1 and concludes on June 30.
- 3.6. If a member resigns from FSS, then FSS, led by the President and Vice President, shall appoint an interim replacement to the vacated position until a new member is elected in the following spring CAS election. If a member leaves due to sabbatical or other reasons for a period of less than one year, the President shall appoint a replacement in accordance with membership requirements. Any absence lasting one year or more requires a new election.
- 3.7. Chairs of the Standing Committees shall be elected by the Committee members, unless otherwise specified in their Committee descriptions in Appendix B.
- 3.8. If a Standing Committee member, who has not been appointed by the Dean, resigns from a Standing Committee, the Chair of the Standing Committee shall appoint an interim replacement to the vacated position until a new member is elected in the following Spring CAS election. If a member leaves due to sabbatical or other reasons for a period of less than one year, then the Chair of the Standing Committee shall appoint a replacement in accordance with membership requirements. Any absence lasting one year or more requires a new election. If an appointed member of a Standing Committee resigns from the Standing Committee, the Dean shall appoint a new member to fill the vacancy.
- 3.9. With the co-approval of EC and the Dean, FSS shall have the power to create, reconstitute and abolish Standing Committees.

Section 4: Meeting Procedures and Agenda: Faculty Staff Senate

- 4.1. Roberts Rules of Order, Newly Revised, shall prevail in the conduct of meetings of FSS, except as otherwise provided in these Bylaws.
- 4.2. Two-Thirds (eight members) of FSS membership shall constitute a quorum.
- 4.3. The FSS shall meet at least three times each academic quarter during the academic year.
- 4.4. All FSS meetings are open to attendance and observation by all members of the CAS community. Faculty and staff members in the CAS, who are not elected representatives, may address FSS by permission of the President.
- 4.5. The President, in consultation with the members of FSS, shall prepare agendas for FSS meetings. The FSS Administrative Assistant shall announce the agenda to FSS and the CAS via email and online, five (5) business days before all meetings.
- 4.6. The FSS Administrative Assistant shall record meeting minutes. The Dean's comments shall be noted with attribution in the minutes; the comments of any other members shall be noted without attribution. The FSS shall review and approve minutes via email. The FSS Administrative Assistant shall distribute the final minutes, via email, to the CAS and shall post the minutes online five (5) business days following the meeting.
- 4.7. In addition to the open sessions, and to promote free discussion, every FSS meeting agenda shall include a scheduled period conducted in Closed Session. Closed Session refers to a session in which topic-only minutes are recorded and published but only voting members of FSS are in attendance.
- 4.8. The FSS may also meet in Executive Session. Like a Closed Session, Executive Session includes only the voting members of FSS. Executive Session is confidential, and minutes are not published. In matters deemed by a vote of FSS to be confidential, the President shall announce the need for an Executive Session, in which only elected members of FSS participate. The FSS may decide, by unanimous vote, to publish minutes of the Executive Session.

Section 5: Guidelines for Consulting with Constituents Before a Vote: Faculty Staff Senate

- 5.1. All members of FSS are expected to seek input from constituents on matters before FSS, soliciting feedback, opinions and dissent.
- 5.2. To allow FSS members time to consult with constituents prior to a meeting, the FSS Administrative Assistant will share and post the FSS agenda five (5) business days before the meeting (see Section 4.5). If votes are to be conducted at the meeting, the agenda must note this and indicate on what issues votes are being conducted.
- 5.3. The FSS Administrative Assistant shall distribute to the CAS appropriate materials regarding information about matters up for a vote five (5) business days prior to the date on which the vote will be conducted.

Section 6: Issue Origination and Procedure: Faculty Staff Senate

- 6.1. Any CAS member can bring an issue to any member of FSS. The Senator should, then, petition the President to put the item on a meeting agenda.
- 6.2. The FSS can bring a nonbinding referendum to the CAS for a vote to get the CAS members' opinions for the purpose of guiding policy decisions.

Section 7: Guidelines for Votes in Faculty Staff Senate

- 7.1. A quorum must exist for a vote to take place. The outcome of the vote shall be decided by a simple majority of the votes cast unless otherwise stated in these Bylaws.
- 7.2. The vote of FSS shall be published in the meeting minutes. The minutes shall reflect the votes of the individual members of FSS if the vote is not unanimous. The FSS may vote to conduct a secret ballot on any matter that is before it, in which case, only the result of the vote shall be published, not the actual votes.
- 7.3. The FSS may not vote on any issue, except for points of procedure, without providing five (5) business days' notice to CAS that a vote is to occur. Voting may occur in person or electronically. Notice may be provided by scheduling the vote on a distributed agenda or by announcing the vote by e-mail to members of FSS and the CAS.
- 7.4. The FSS may call an emergency meeting to ensure compliance with the requirement to provide five (5) days' notice.
- 7.5. Issues may not be voted on at the same meeting at which they are introduced.
- 7.6. If a member of FSS cannot attend a meeting, the Senator may submit their vote to the President electronically or by proxy with another member of FSS.

Section 8: Function and Membership of the Arts and Sciences Executive Committee

- 8.1. The Executive Committee is a shared governance body of the CAS and advisory body to the Dean. The body provides a mechanism to discuss daily business, policy and larger philosophical and strategic issues. Its functions include leadership, administrative and policy-making responsibilities.
- 8.2. The EC consists of the Dean, Associate Deans and Chairs and Program Directors of all the degree programs in the CAS, except degree programs that exist under the auspices of a department. It also includes an elected Staff Representative. (In the following sections, "department" refers to both departments and degree programs).
- 8.3. The Chairs and Program Directors, Staff Representative, Associate Deans and the Dean are all voting members of the EC. The Dean does not vote except in the event of a tie.
- 8.4. The EC also includes the following non-voting ex officio members:
 - Dean's Staff members (e.g., Budget Manager, Assistant to the Deans, Assistant Deans of Student Academic Support, Director of Marketing and Communication and Academic Program Manager).

- President, FSS.

8.5. The Dean is the Chair of EC.

8.6. The Dean is assisted in conducting EC business by two Co-Conveners elected from the EC body at the first Fall EC meeting (typically the Fall Retreat). The Co-Conveners:

- Receive input (agenda items, concerns, etc.) from EC and FSS members and bring them to EC's attention
- Plan, along with the Dean and Associate Dean, the agenda for EC and Joint EC-FSS meetings
- Ensure the EC agenda and minutes are sent to all CAS faculty and staff
- Conduct EC meetings and assist in conducting Joint EC-FSS meetings
- Manage and track the work of EC Subcommittees

8.7. The Dean has the authority to appoint others within the CAS to EC. This authority would normally only be exercised as a function of changes in departmental or program structure within the CAS.

8.8. If an EC member cannot attend a particular meeting, the Dean's office should be notified of the absence. The absent EC member may be represented by proxy through one of two options (Absent EC members cannot be simultaneously represented by both options):

1. A full-time faculty member from the member's department. The proxy representative can fill in as a sabbatical replacement or a single absence. The proxy representative will be determined per the department Bylaws, while maintaining awareness of inequities in positionality. All elected proxy representatives must feel comfortable voicing concerns and advocating for their department on issues up for debate at EC meetings.
2. A written statement submitted to the Dean's office, outlining any responses or perspectives the member wishes to share on topics outlined within the set agenda. Any absentee votes may also be submitted prior to the meeting and included in the count. Votes will not be admitted post-hoc.

Section 9: Meeting Procedures and Agenda: Executive Committee

9.1. Roberts Rules of Order, Newly Revised, shall prevail in the conduct of meetings of EC, except as otherwise provided in these Bylaws.

9.2. Two-Thirds of EC membership shall constitute a quorum.

9.3. The EC shall meet at least three times per academic quarter. They shall also normally have a Fall Retreat prior to the beginning of the Fall Quarter.

9.4. The Dean and Co-Conveners, in consultation with the members of EC, shall prepare agendas for EC meetings. The Dean ensures that the agenda is announced (currently emailed) to EC members and to the CAS five (5) business days before all meetings.

- 9.5. Executive Committee, guests and sub-committees should distribute basic information and detail work to EC members in advance, to allow for using meeting time for discussion rather than information gathering. Thus, presenters should provide materials to the Dean's office in time to distribute them during the week prior to the meeting.
- 9.6. The Dean's office (currently the Associate Dean for Academic Community) shall issue calls for agenda items at the beginning of each academic quarter. Executive Committee members are also encouraged to contact an Associate Dean or Co-Convener about an agenda item at any point. When possible, EC members shall submit agenda items for consideration two weeks prior to EC meetings.
- 9.7. Minutes shall be taken by a designated staff member, usually the Dean's Executive Coordinator (DEC). The Dean's comments shall be noted with attribution in the minutes; the comments of any other members shall be noted without attribution. The minutes shall be reviewed and approved by EC members at the next EC meeting. The DEC shall post the approved minutes online within five (5) business days.
- 9.8. In matters deemed by the Dean or a vote of EC to be confidential, the Dean shall call for an executive session, in which only voting members of EC participate.
- 9.9. EC may form a sub-committee when needed to consider agenda items that require background work, detail work or further study.

Section 10: Guidelines for Consulting with Constituents before a Vote: Executive Committee

- 10.1. All members of EC are expected to communicate with and seek input from department and program members on matters before EC.
- 10.2. Input seeking, information sharing, and reporting back to department members should happen through an established mechanism ensuring information sharing and consultation is dialogic.
- 10.3. Recommendations for consulting mechanisms and information sharing include discussions at department meetings and providing links to the CAS website wherein minutes are posted.
- 10.4. To allow EC members time to consult with constituents prior to a meeting where votes are expected to be conducted, the Dean's Office shall share and post the EC agenda five (5) business days before the meeting.
- 10.5. The agenda will include materials and information relevant to matters up for a vote.

Section 11: Guidelines for Conducting Votes in the Executive Committee

- 11.1. Given the executive and administrative functions of EC, administrative or procedural issues may be addressed by consensus. Where consensus is not attainable, or on questions of formal CAS policy, a vote shall be conducted. A quorum must exist for a vote to take place. The outcome of the vote shall be decided by a simple majority of the votes cast unless otherwise stated in these Bylaws.

- 11.2. The EC shall not take a formal vote on an issue, except for administrative/procedural issues in unusual circumstances, with fewer than five (5) business days' notice that a vote is to occur. Notice may be provided by scheduling the vote on a distributed agenda, announcing the vote at a previous meeting of EC or announcing the vote by e-mail to EC members.
- 11.3 The EC can vote on an issue without the five (5) days' notice with unanimous agreement (a unanimous vote to suspend the five (5) days' notice).
- 11.4. If an EC member cannot attend a particular meeting, a vote may be submitted by proxy (see Section 8.8).
- 11.5. The vote count of EC shall be published in the minutes except in cases of Executive Session.
- 11.6. Recommendations shall then be submitted to the Dean and recorded in the minutes.

Section 12: Joint Executive Committee/Faculty Staff Senate Procedures

- 12.1. There shall be at least one joint FSS/EC meeting per quarter (Fall, Winter, and Spring).
- 12.2. BAC members will attend joint FSS/EC meetings when budget issues are on the agenda.
- 12.3. Leaders of FSS (President and Vice President) and EC (Co-Conveners) and the Dean will prepare the agenda for the joint meetings. The Dean ensures that the full agenda is announced (currently emailed) to FSS, EC, and when appropriate, BAC, five (5) business days before all meetings. The agenda, without sensitive budget information, also should be sent to the CAS five (5) business days before the joint meetings.
- 12.4. Prior to the submission of all budget proposals (new funding requests, budget reductions and other budget adjustments) to the Provost, the Dean will send out detailed budget information to FSS, EC and BAC members. FSS, EC and BAC members shall advise the Dean and make recommendations prior to the submission of all such budget proposals.
- 12.5. Meetings are facilitated by leaders of FSS (President and Vice President) and of EC (Co-Conveners). The leaders will move the meeting through the scheduled agenda, calling on members present and guests to speak, and conducting votes.
- 12.6. The DEC will record minutes. In the event the DEC has a conflicting role (e.g., DEC is serving as an FSS representative), the FSS Administrative Assistant shall record the notes. The Dean's comments shall be noted with attribution in the minutes; the comments of any other members shall be noted without attribution. Minutes shall be reviewed and approved at the next joint meeting. The DEC shall redact sensitive (e.g., budget) information and post the approved minutes online within 5 business days of approval.
- 12.7. Voting: Any voting member present at a joint meeting can request a vote. Voting members are those who hold voting privileges in their respective bodies as described in these Bylaws and accompanying Appendices.
- 12.7.1 Votes may take place when requested, however, any voting member may request a delayed vote to permit consultation with members' constituents. The request should specify

whether the delayed vote will occur at the next joint meeting or via online voting between joint meetings.

12.7.2 Any vote is composed of a single vote from each of the three bodies. Specifically, FSS members vote via their processes, and their resultant decision composes one vote. EC and BAC do the same. A majority of the three votes determines the outcome. For example, if FSS and BAC vote “yes” on a proposal and EC votes “no,” the vote carries.

12.8. Executive and Closed Session: In advance of or during a meeting, any voting member of the bodies may call for Executive or Closed Session.

12.8.1 In Executive Session, only the bodies’ voting members are in attendance.

12.8.2 In a Closed Session, no Deans or Associate Deans are in attendance.

12.8.3 Unless a vote to suspend minutes is held and passed by a majority of those in attendance, minutes from Executive or Closed Sessions will be recorded. If minutes are recorded, an EC co-convenor will assign a voting member of the joint body to record them.

12.9. When there is disagreement regarding policy decisions that are being considered separately by the Dean, FSS and EC, there shall be a compromise committee set up consisting of representatives from FSS and EC, as well as the Dean, that shall meet to negotiate the decisions, after which the revised proposals shall be brought back to FSS, EC and the Dean for reconsideration and voting.

Section 13: Amendment Procedures to the College Bylaws:

13.1. The CAS Bylaws may be amended, at any time, by agreement among the Dean, FSS and EC. A decision to amend the Bylaws by FSS and/or EC must carry by a vote of two-thirds of each body. Notice and voting shall proceed as per the CAS Bylaws.

13.2. The FSS and EC shall conduct a periodic review of the CAS Bylaws every three (3) years, commencing in Academic Year 19/20. The FSS and EC shall propose draft revisions to their respective bodies for a vote and agreement as per Section 13.1.

Section 14: Periodic Review and Assessment of CAS Shared Governance:

14.1. The CAS will undertake periodic review and assessment of its governance structures every five (5) years through an ad hoc Shared Governance Review Task Force. The next review shall commence in AY 24/25. The review should be commenced at the start of an academic year and completed in that academic year.

14.2. The Shared Governance Review Task Force shall include CAS faculty, staff and members of the CAS administration. All faculty, staff and administration are eligible for appointment/election, except that current FSS and EC members cannot serve on the Task Force.

14.3. The Shared Governance Review Task Force should be broadly representative of the CAS. Three (3) seats will be elected in the Spring election prior to the academic year when the review will commence. After elections are held for these three (3) seats, additional

members will be appointed by the Dean with the recommendation of FSS and EC. These appointments will be made with an eye toward creating a broadly representative task force.

14.4. The Shared Governance Review Task Force will review governance practices in the CAS. FSS will give the Task Force its charge. The review of governance structures will consider the CAS Strategic Plan, the recommendations of the previous Task Force and any guidelines created by FSS and EC. The Task Force should also consider and propose revisions to the CAS Bylaws, as necessary.

Publication Note: Certain aspects of this document were adapted from comparable policies from other universities, including Santa Clara University and American University.

Appendix A

CAS Policy Authorizations and Review Chart

A= Approval Authority: policy shall not be adopted without the approval of the Dean and/or appropriate governance body(ies).

R = Recommendatory Authority: policy shall not be adopted, or a decision made, until the Dean and/or appropriate governance body(ies) has had an opportunity to review the policy and make recommendations for revisions.

*Starred issues will be voted on by faculty Senators and by Faculty members of EC only. Non-starred issues will be voted on by faculty and staff Senators and by all voting EC members, including staff.

	Dean	FSS	EC	Additional CAS Committee Input and Authority
CAS Budget proposal and adjustments	A	R	R	Budget Advisory Committee: R
Salary Policies				
<ul style="list-style-type: none"> • Merit Pay CAS policy 	A	R	R	
<ul style="list-style-type: none"> • Faculty equity appeal process 	A	A	A	
CAS Strategic Planning	A	A	A	
CAS Rank and Tenure policies*	A	A	A	Rank and Tenure Committee: R
Faculty Development Policies*	A	A	A	
Faculty Evaluation Policies*	A	A	A	
CAS Core Structure and Policies	A	A	A	
CAS Academic Policies	A	A	A	
Advising Policies	A	A	A	
Curricular Policies*				
<ul style="list-style-type: none"> • Add/Elimination of programs • Assessment Policies 	A A	R A	R A	Curriculum Committee: R
NTT Policies* Including but not limited to: Performance review forms and policies, instructor promotion policies, CAS-specific non-renewal policies	A	A	A	NTT Committee: R
Staff Positions/Policies	R	R	R	College Staff Committee: R

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• CAS-Specific Staff Development Policies	A	A	A	
CAS Space	R	R	R	Space Committee: R

Appendix B

Standing Committees and Elected Representatives of the College of Arts and Sciences

Budget Advisory Committee

The Budget Advisory Committee (BAC) makes recommendations to the Dean concerning New Funding Requests and Budget Reallocations. The Committee consists of two T/TT faculty, one NTT faculty member, a staff representative, the CAS Manager of Budget and Operations and the Dean and Associate Deans.

The Committee reviews and discusses the ranked reallocation spreadsheet that will go to the Provost. The Committee is presently meeting several times during the year. In Fall and early Winter, they meet to discuss the budget reallocations going forward to the Provost's office. In the Spring, they will discuss criteria for next year's budget reallocations. In a typical year, the workload and meeting times add up to about 20 hours for the year, but this commitment will, likely, grow going forward.

CAS Representatives to the Academic Assembly

Academic Assembly (AcA) is comprised of faculty members throughout the university; five faculty representatives, which can be T/TT or FTNTT, are elected from the CAS. Additional members of the CAS may serve in spots dedicated to part-time faculty. Membership terms run for three years and faculty members who serve three consecutive years receive a 5-credit teaching release in one quarter, which is typically taken in their final year of membership on AcA.

AcA is the leading shared governance body in the University and directly advises the Provost. AcA is led by a president and vice-president elected from the AcA members. A more complete description of AcA can be found in the Faculty Handbook.

AcA meets about 4 times a quarter from 2:05-3:35 on Monday afternoons. On occasion, additional meetings are scheduled to address emergent issues or to meet with additional stakeholders. The workload outside of meetings includes staying informed about campus issues, preparing for meetings, reviewing and participating on the AcA Canvas page, talking to constituents and serving on subcommittees. The anticipated workload is about 50-60 hours per academic year.

College Events Committee

The College Events Committee, is composed of three members of any position or rank of faculty and staff, elected for two-year terms. The Committee has a modest budget of \$3510 for the academic year and tries to spread this judiciously among departments and among the three quarters of the year. These funds are reserved for public, no fee events, open and attractive to all the faculty, staff

and students of the CAS. Historically, the majority of the grants have been in the \$150-225 range, allowing the Committee to support on average of about eighteen events a year. Grants are made on a first come, first served basis.

The Committee conducts all business electronically. Grant requests are submitted via email. The workload is generally between two and four hours per year. The Committee typically designates one member to provide administrative support for the Committee, and that person's workload tends to be closer to four hours per year.

College Rank and Tenure Committee

The College Rank and Tenure Committee (CRT) is composed of five tenured faculty members of the CAS who are not currently applicants for promotion. Three of these are elected and two are appointed by the Dean. Candidates cannot be nominated if they are from the same department as continuing members, and members of the Committee whose terms expire must wait a year before again becoming eligible for nomination. (If there are fewer than three Full Professors on the Committee, the Dean constitutes a separate ad hoc committee with the Chair of CRT leading the Full Professor Review Committee as well.)

The CRT reviews all applications for tenure and promotion in the Fall. The Committee receives full files by mid-October and completes their review and recommendations by Thanksgiving. They conduct Mid-Probationary reviews (aka 3rd year reviews) in Winter Quarter (mid-January to the end of February). The Committee members typically have no responsibilities over Spring or Summer unless there is a senior hire of an administrator with potential for tenure in CAS. The Chair of CRT receives a stipend. The total number of files reviewed each year varies depending on hiring patterns and people going up for Promotion to Full Professor. The workload includes careful reading of files, a few long meetings in Fall and Winter and drafting and reviewing the letters the Committee writes.

Curriculum Committee

The CAS Curriculum Committee reviews all curricular proposals (e.g., new majors, new courses and program revisions) submitted by departments and programs in the CAS. The Curriculum Committee consists of three separate, but collaborative groups: Undergraduate, Graduate and UCOR. All three curriculum committee groups will follow the same charge for review of CAS curricular proposals. The Curriculum Committee's primary obligation is to ensure that professional standards and due processes are observed in the content and form of all proposals submitted to its review. The Committee is responsible for assuring that proposed and existing programs do not overlap, are meeting the educational needs of the CAS and are likely to receive the support of the University.

Undergraduate Curriculum Committee

The CAS Undergraduate Curriculum Committee is responsible for reviewing all curriculum proposals in the CAS (excluding Core courses but including Study Abroad). It is composed of four elected faculty members, a chair appointed by the Dean and an ex-officio member from the CAS. The Committee typically holds eight to ten meetings in Fall, and two to four meetings in Spring.

Members serve three-year terms, must come from different disciplines and at least two should be T/TT.

Graduate Curriculum Committee

The Graduate Curriculum Committee (GRCC) consists of two elected graduate faculty and a chair that is appointed by the Dean. The Associate Dean for Graduate and Professional programs serves as an ex-officio member. Members serve three-year terms, must come from different disciplines and at least one should be T/TT. The GRCC typically meets for two 1.5-hour meetings at the end of Fall Quarter and again at the end of Winter Quarter, if needed. The workload outside of meetings includes reading proposals, taking notes and preparing for meetings and reviewing and approving proposals in consultation with other Committee members.

UCOR Curriculum Committee

The CAS UCOR Curriculum Committee is composed of two elected undergraduate faculty members, and a chair appointed by the Dean. An Associate Dean serves as an ex-officio member. Members serve three-year terms, must come from different disciplines and at least one should be T/TT.

Members review, discuss and approve new UCOR proposals that have been approved by Department Chairs and move those proposals forward to the University Core Curriculum Committee.

The UCOR Curriculum Committee typically meets for two 2.5-hour meetings at the end of Fall Quarter and again at the end of Winter Quarter. The workload outside of meetings includes reading UCOR proposals, taking notes and preparing for meetings, reviewing and approving UCOR proposals with other members of the committee, emailing with questions and clarifications needed to approve proposals, re-reading corrected proposals, collecting signatures from CAS faculty and Chairs, signing approved proposals and forwarding them to the University Core Curriculum Committee in a timely manner. The anticipated workload is 25-30 hours per year.

Executive Committee

The Executive Committee (EC) is a shared governance body of the CAS and advisory body to the Dean. The body provides a mechanism to discuss daily business, policy and larger philosophical and strategic issues. Its functions include leadership, administrative and policy-making responsibilities. The EC consists of the Dean, Associate Deans and Chairs and Program Directors of all the degree programs in the CAS, except degree programs that exist under the auspices of a department. It also includes a Staff Representative. The EC is chaired by the Dean of CAS.

Faculty become members of EC by virtue of being elected to serve as a Chair or Program Director. EC service time therefore mirrors the term of service as Chair or Program Director; typically, three years. There are no term limits for faculty service on EC; so long as a faculty member is a Chair or Program Director, they serve on EC. Staff members are elected by a vote of CAS faculty and staff and serve three-year terms. EC members are expected to attend the half-day EC Fall Retreat and all regular EC meetings, which last one and a half hours and occur every three weeks throughout the academic year. Each EC member is also expected to work on at least one subcommittee each year and to take time preparing for meetings and communicating and consulting with their constituents (members of their department or program) between meetings. Subcommittee work varies greatly in the nature of the work and time commitment. The EC also elects two members to serve as Co-Conveners, who assist the Dean in assembling the meeting agenda and running EC meetings. The job of Co-Convening can add as much as 10 hours per week to the typical EC workload. Based on these responsibilities a rough estimate of the time commitment for work on EC (not as a Co-Convenor) is three to seven hours per week.

Faculty Staff Senate

Faculty Staff Senate (FSS) is composed of 11 members: 5 T/TT (Graduate/Professional Programs, Humanities, Social Sciences, and 2 at-large), 3 NTT (Humanities, Social Sciences/Graduate Programs, and 1 at-large) and 3 staff members. The Senate elects a president and vice-president who each receive a one-course release for the year. Part-time faculty receive a stipend for their participation.

FSS and the Executive Committee (EC) are coequal governance bodies in the CAS. FSS has approval authority in some areas, such as curricular and evaluation policies, and recommendatory authority in other areas, such as the college budget. A more complete description of the authority of FSS can be found in the Authorizations and Review Chart in the College Bylaws.

FSS typically meets 3 times per quarter from 3:15-4:45 on Wednesdays. There is also a quarterly joint meeting with EC and a quarterly plenary. The workload outside of meetings includes staying up on discussion topics, preparing for meetings, reviewing, and approving group documents and emails, talking to constituents and serving on subcommittees. There is one retreat/long meeting a year, which is typically in the Fall. The work is divided over the course of the year and is not concentrated in one quarter. The anticipated workload for a senator is roughly 50-60 hours per academic year, with heavier loads for the president and vice-president.

T/TT Senators

Tenured/tenure-track Senate terms are 3 years, and eligibility is open to all T/TT faculty (regardless of years of service).

NTT Senators

Full-time NTT Senate terms are 3 years, while part-time NTT Senate terms are 1 year (renewable by re-election). NTT candidates must have served at least two (2) academic quarters with Seattle University before nomination or self-nomination. To serve on FSS, full-time NTT faculty must have an appointment in the CAS during the current academic year. Part-time NTT faculty must be scheduled to teach at least one course during the current academic year.

Staff Senators

Staff Senate terms are 3 years, and eligibility is open to all full-time and part-time staff with at least 2 academic quarters of service with Seattle University.

Global Affairs Committee

The CAS Global Affairs Committee draws its membership from CAS faculty members with a global focus to their pedagogical and scholarly work. The Committee includes three faculty members elected at large for three-year terms. One elected faculty member must be tenured, and one must represent graduate programs. The Committee also includes a representative of the Education Abroad Office and is chaired by an Associate Dean. The Committee may also include key program directors, students appointed by the Student Executive and Graduate Student Executive committee, or other University community members at the discretion of the elected members.

In addition to reviewing proposals for international study abroad courses, the Committee discusses challenges facing the CAS's ability to engage global issues and works to generate possible solutions to these challenges such as accessibility for students to travel abroad, funding for global research projects by college faculty and other related topics.

The majority of the time commitment is in Fall quarter: an average of 2 hours/week or about 20 hours total in Fall. In Winter and Spring quarters, the Committee meets 1-2 times/quarter depending on pending tasks, for a total of about 3 hours a quarter. The overall load is about 25 hours per academic year.

Grievance Committee

The College Grievance Committee reviews student academic grievances, such as grade challenges and academic honesty violations. The Committee consists of three faculty members of the CAS and they are all elected by the faculty for three-year, staggered terms of office.

The number of grievance cases varies each quarter, so the meeting schedule and workload of the Committee varies. Typically, the Committee will hold a hearing within 15 business days after a formal grievance is filed. Presided over by an Associate Dean as the Dean's Designee, the members of the Grievance Committee will review the written documentation before the hearing, in which the Dean's designee, the student and the faculty member will participate and present their case. The Committee will meet and deliberate after the hearing (possibly more than once, depending on the difficulty of the case), and deliver a written opinion to the Dean's designee within five business days after the hearing. The workload for a grievance case can range from three to ten hours. The Dean's Designee, not the Committee, will oversee follow-up to ensure the recommendations of the Committee are implemented.

Leadership Committee on Intersectionality and Justice

One Committee member of the CAS Leadership Committee on Intersectionality and Justice (LCIJ) will be elected to a three-year term through the CAS electoral process and the other two members will be appointed by the Dean from a pool of applicants, with an eye toward balancing domain expertise, disciplinary background and personal characteristics as best as possible. The appointed founding Committee members will serve staggered terms of two and four years (determined by agreement of the members or at random), to allow for gradual replacement of membership over time. Following that founding period, each member will be replaced via the method from which they gained membership (election or appointment). Committee members may serve a maximum of two contiguous three-year terms but may return to the Committee following a period of at least one academic year off the Committee.

Faculty Committee members receive a one-course release, and the workload is proportionate to the release. The Committee Members will select a staff member for a three-year term, and two students for two-year terms.

The Rationale and Founding Principles and Guidelines of the LCIJ can be found here: <https://www.seattleu.edu/media/college-of-arts-and-sciences/faculty---staff-resources/documents/AS-LCIJ-Founding-Guidelines-April-2017.pdf>

Non-Tenure Track Faculty Committee

The CAS Non-Tenure-Track Committee studies and promotes the interests of all NTT faculty in the CAS. The Committee meets quarterly, and regularly reports on its efforts and solicits input from interested faculty.

Committee membership is open to any NTT members who make a one-year commitment to serve. The Committee has two co-chairs, ideally consisting of one full-time and one part-time NTT faculty member. Co-chairs are elected (or reelected) by only the NTT faculty in the CAS (full-time and part-time) each academic year and serve for one year. If no part-time faculty members are nominated as co-chairs in the regular election, that position can be filled either with the runner-up in the regular election or through a special election.

The co-chairs meet regularly with the Dean of the CAS (at least once per quarter). The work is spread evenly across the year unless a major NTT issue arises that requires extra attention. The workload for co-chairs is roughly 15-20 hours per year.

Senior Instructor Promotion Committee

The Senior Instructor Promotion Committee (SIPC) is composed of two Senior Instructors and one tenured faculty member of the CAS. The SIPC reviews applications of NTT faculty for promotion to the rank of Senior Instructor and makes recommendations to the Dean. Two positions are elected for three-year terms by the CAS and one is appointed by the Dean.

The work is primarily done during Winter quarter of each academic year and includes reviewing any applications for promotion to Senior Instructor. The Committee meets 1-3 times during the quarter to discuss the applications and then composes the letters to the Dean with the Committee's recommendation for each applicant.

Space Committee

The CAS Space Committee reviews and, where possible, acts on the needs of the CAS about office space, instructional space and communal spaces. The Committee regularly solicits information on the needs of the CAS from all departments and divisions of the CAS, reports to the Dean and works closely with Facilities and the Academic Affairs Space Governor who sits on the University Space Governors Committee (USGC).

An Associate Dean chairs the Committee, and its members include one staff member, two T/TT faculty, two FTNTT faculty and the CAS Program Coordinator as an ex officio member.

The Committee meets twice per quarter during the academic year. Meetings are scheduled for 1.5 hours each and are generally scheduled Friday afternoons. There is minimal time required outside of meeting times to prepare, approximately 30min - 1 hour to review documents. Very occasionally, the Committee is invited to join Facilities to visit sites on or off campus that are important to the CAS. The annual workload for faculty and staff on the Committee is about 30 hours and is generally divided evenly across the academic year.

College Staff Committee

The College Staff Committee is committed to addressing the interests of all staff employed by the CAS. All CAS staff are ex-officio members of the Committee and are encouraged to participate in meetings. This Committee elects, from within, 2 co-chairs for a term of 2 years who are not also

members of EC or FSS. Co-chairs are responsible for scheduling meetings and setting the agenda in consultation with the staff at large. The College Staff Committee will meet at least quarterly. Staff serving on EC, FSS and CAS Standing Committees will commit to participating in and giving updates at College Staff Committee meetings. The College Staff Committee will have recommendatory authority on issues related to staff policies and positions, per the Bylaws of the College of Arts and Sciences. The workload is about 10 hours per quarter.

Student Awards and Scholarships Committee

The Student Awards and Scholarships Committee reviews and ranks CAS applicants/nominees for the NAEF Scholars program, the Hickey and LeRoux awards (undergraduate) and the Social Justice and Loh awards (graduate). They also review and select the CAS scholarship undergraduate award recipients (new endowed scholarships).

The Committee is made up of three undergraduate faculty (any rank), one graduate faculty (any rank) and one staff member. All Committee work can be done remotely, and 90% takes place between April 15 and May 15 each year. Ten percent of the work takes place in Winter quarter because of the timeline for one of the scholarships.