

**Adopted June 10, 2015**

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### **Bylaws of the College of Arts and Sciences Governance Structure**

The governance structure of the College of Arts and Sciences, 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 University Faculty Handbook.

#### **Section 1: Areas of Responsibility: Arts and Sciences Faculty Staff Senate (FSS) and Arts and Sciences Executive Committee (EC )**

##### Authorizations and Review Chart

X = Approval Authority (policy will not be adopted without the approval of the person/body in question).

R = Recommendatory Authority (policy will not be adopted, or a decision made, until the person/body in question has had an opportunity to make a recommendation).

\*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	FS Senate	EC	(Committees)
Budget				
• General College budget proposal and Adjustments	X	R	R	Budget Advisory Committee: R
Salary Policies				
• Merit Pay College policy	X	R	R	
• Faculty equity appeal process	X	X	X	
College Strategic planning	X	X	X	
College Rank and Tenure policies*	X	X	X	Rank and Tenure Committee: R
Faculty Development policies*	X	X	X	
Faculty Evaluation Policies*	X	X	X	
College Core Structure and Policies	X	X	X	

General Academic Policies				
• Assessment policies	X	X	X	
• Advising policies	X	X	X	
Curricular Policies*	X	X	X	Curriculum Committee: R
• Add/Elimination of programs	X	R	R	Curriculum Committee: R
NTT Policies*				
• Instructor Promotion Policies	X	X	X	NTT Committee: R
• Performance Review Forms and Policies	X	X	X	NTT Committee: R
• College-specific Non-Renewal Policy	X	X	X	NTT Committee: R
Staff positions/policies	R	R	R	Staff Committee: R
• College-specific Staff development policies	X	X	X	Staff committee: R
Space	R	R	R	Space Committee: R

## Section 2: Arts and Sciences Faculty Staff Senate Membership

### 2.1. Arts and Sciences Faculty Staff Senate (FSS) Officers

President – Three (3) year position to be held as President of the Arts and Sciences Faculty Staff Senate. Eligible candidates include tenured/tenure-line (T/TT) faculty or full-time Non-Tenure-Track (NTT) faculty, or full-time staff. Candidates must have served at least two (2) years with Seattle University before nomination or self-nomination. President is elected by a vote of FSS members, held during Spring Quarter, for a term beginning July 1.

### 2.2. Duties of FSS President

The President of the Arts and Sciences Faculty Staff Senate, in consultation with the Vice-President and Senate members, sets meeting agendas, presides at meetings, supervises elections of FSS members as well as elections to College committees, meets regularly with the Dean, coordinates with the Dean and the Arts and Sciences Executive Committee, and communicates with the Faculty and Staff of the College.

### 2.3 Vice President - Three (3) year position.

Eligible candidates include tenured/tenure-line or full-time NTT faculty, as well as full-time staff. Candidates must have served at least two (2) years with Seattle University before nomination or self-nomination. Vice President is elected by a vote of FSS members, held during Spring Quarter, for a term beginning July 1.

### 2.4. Duties of FSS Vice-President

The Vice-President of the Arts and Sciences Faculty Staff Senate assists the President with the duties listed above and represents the President in the President's absence.

### 2.5. Membership of Arts and Sciences Faculty Staff Senate

- Eleven voting members and one ex officio member
- Three Staff
- One tenured/tenure-track faculty member from each of the following three areas: Humanities, Social Sciences, Graduate Programs/Professional Programs
- Two at-large T/TT faculty members
- One Non-tenure-track faculty member from each of the following three areas: Humanities, Social Sciences, Graduate Programs/Professional Programs
- Ex officio non-voting member: Dean or Dean's representative
- President and Vice President are elected by the voting members from among their number.

Tenured/tenure-track Senate Seats – Tenured/tenure-track Senate seats to be held for 3 years and eligibility is open to all TT faculty (regardless of years of service).

NTT seats – Full time NTT faculty to serve for three (3) years while part-time NTT candidates terms are one year long (renewable by reelection). Requirements: Candidates must have served at least two (2) academic quarters with Seattle University before nomination or self-nomination. Eligibility: To serve in the FSS, Full time NTT faculty must have an appointment in the College of Arts and Sciences during the current academic year. Part-time NTT faculty must be scheduled to teach at least one course during the current academic year.

Staff seats – 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 years.

### 2.6. Election procedures – Arts and Sciences Faculty Staff Senate

Elections are to be held throughout the entire College of Arts and Sciences with all full-time and part-time faculty and staff eligible to vote for all FSS positions.

The conduct of elections for members of the Faculty Staff Senate, and for members of Standing Committees (other than those members appointed by the Dean), is the responsibility of the President and Vice President of FSS. The President and Vice President may designate a group of faculty and staff to conduct elections under the supervision of the President and Vice President. Faculty and staff will 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 the FSS.

The President and Vice President of the FSS, or their designees, along with the administrative

assistant, must establish and publicize a period for nominations. The inaugural election of the FSS will be conducted by the Shared Governance Task Force. The nomination period may not be less than two weeks and elections are to be held by May 15. Any eligible voter may submit nominations for the Senate. Anyone eligible to serve in the Senate can be nominated. A person who is eligible can self-nominate. All those who are nominated and are eligible to serve shall be submitted to the vote of the eligible voters.

If a member resigns from the FSS, then the FSS, led by the President and Vice President, will hold an election to fill that position for the unexpired term. If a member leaves due to sabbatical or other reasons for one quarter, then the President shall appoint a replacement in accordance with membership requirements. Any absence lasting more than one quarter requires a new election.

### **Section 3: Meeting Procedures and Agenda: Arts and Sciences Faculty Staff Senate**

- 3.1. In the conduct of meetings of the Arts and Sciences Faculty Staff Senate, Roberts Rules of Order, Newly Revised, shall prevail except as otherwise provided in these By-Laws.
- 3.2. Two-Thirds of Senate membership shall constitute a quorum.
- 3.3. The Senate shall meet at least twice a quarter during the academic year, or more, if so determined by the President.

All Arts and Sciences Faculty Staff Senate meetings are open to attendance and observation by all members of the College of Arts and Sciences community. Faculty and staff members in the College of Arts and Sciences, who are not elected representatives, may address the Senate by permission of the President.

In addition to the open sessions, and to promote free discussion, every Senate meeting agenda will normally include a scheduled period of time conducted in Closed Session. "Closed Session" refers to a session in which minutes are taken and published but only voting members of the Senate are in attendance.

"Executive Session" is distinct from "Closed Session." Like a "Closed Session," Executive Session includes only the voting members of the Senate. Executive Session is confidential (unlike regular and Closed Sessions) and minutes are not published. Any member of the Senate may call for a vote to enter Executive Session at any time before or during a meeting.

- 3.4. The President in consultation with the members of the Faculty Staff Senate shall prepare agendas for Senate meetings. The agenda is announced to Senate and the College of Arts and Sciences on-line five working days before all meetings.
- 3.5. Minutes shall be taken by the Administrative Assistant assigned to support the FSS. Discussions will be reported without attributing statements to particular members by name. These minutes will be reviewed by the FSS members online and posted on-line to the Senate and the College of Arts and Sciences five working days following the meeting.
- 3.6. In matters deemed by a vote of the Senate to be confidential, the President will announce the need for an executive session, in which only elected members of the Senate participate.

The Senate may decide, by unanimous vote, whether to publish minutes of the executive session.

- 3.7 At least one meeting in Fall Quarter will include a presentation by the Dean concerning the proposed College budget and adjustments. Prior to the submission of the budget proposal to the Provost, the FSS and EC will advise the Dean concerning the proposal.

**Section 4: Arts and Sciences Faculty Staff Senate: Guidelines for consulting with constituents before a vote**

- 4.1 All members of the FSS are expected to seek input from constituents on matters before the FSS, soliciting feedback, opinions, and dissent
- 4.2 The agenda for the FSS shall be published five working days before the meeting, allowing representatives the time to consult with constituents prior to a meeting where votes will be conducted. The agenda should note on what issues votes are being conducted.
- 4.3 Appropriate materials regarding information about matters up for a vote shall be distributed to faculty and staff five working days prior to the meeting of the FSS.
- 4.4 Input seeking, information sharing, and reporting back to constituents should happen through an established mechanism ensuring information sharing and consultation is dialogic.
- 4.5 Recommendations for consulting mechanisms include members holding senate office hours and posting discussions on the FSS Canvas site.
- 4.6 Recommendations for information sharing and reporting back to constituents include a regular newsletter, quarterly plenary meetings, and video updates posted to the Canvas site or distributed via listserv.

**Section 5: Guidelines for votes in the Arts and Sciences Faculty Staff Senate**

- 5.1 A quorum must exist for a vote to take place.
- 5.2 The vote of the Senate will be published.
- 5.3 The Senate may vote to conduct a secret ballot on any matter that is before it. The minutes shall reflect the votes of the individual members of the Senate, except in the event of a secret ballot.
- 5.4 The FSS may not vote on any issue, except for points of procedure, with fewer than five working 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 the Senate, or announcing the vote by e-mail to members of the Senate and constituents. Issues may not be voted on at the same meeting at which they were introduced.
- 5.5 The FSS may call an emergency meeting to ensure compliance with the requirement to give

five days' notice.

- 5.6 If a member of the Senate cannot attend a particular meeting, a vote may be submitted to the President electronically or by proxy with another member of the Senate.

**Section 6: Dean's Role on the Arts and Sciences Faculty Staff Senate**

- 6.1 The Dean is a non-voting ex officio member of the College FSS. The Dean, or his/her representative, is welcome to attend FSS meetings unless the Senate is meeting in Closed Session or Executive Session. (See Section 3: FSS Meeting Procedures)
- 6.2 The President and Vice President of the FSS will meet regularly (at least as frequently as FSS meetings) to discuss with the Dean initiatives and activities being considered by the body. In these meetings the Dean shall also apprise the FSS of issues and considerations from his/her perspective.
- 6.3 When there is disagreement regarding policy decisions that are being considered separately by the Dean, FSS, and EC, there will be a compromise committee set up consisting of representatives from the FSS and the EC as well as the Dean that will meet to negotiate the decisions, after which the revised proposals will be brought back to the FSS, EC, and Dean for reconsideration and voting.

**Section 7: Issue Origination and Procedure: FSS**

- 7.1 Any College member can bring an issue to any FSS representative; that representative should then petition the President to put the item on a meeting agenda.
- 7.2 The Senate can bring a nonbinding referendum to the College for a vote to get the faculty and staff members' opinion for the purposes of guiding policy decisions.

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

- 8.1 The Arts & Sciences Executive Committee (EC) is a shared governance body of the College of Arts & Sciences (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 Arts and Sciences Executive Committee consists of the Dean, Associate Deans, and Chairs and Program Directors of all the degree programs in the College of Arts and Sciences, except degree programs that exist under the auspices of a department. (In the following sections, "department" refers to both departments and degree programs).

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 or Student Academic Support, Director of Marketing and Communication, and Academic Program Manager).

President, Arts and Sciences Faculty Staff Senate (non-voting, ex officio).

The FSS can choose to have a staff member attend EC meetings as a non-voting, ex officio member, or can designate an existing (non-voting, ex officio) EC member to represent the staff.

- 8.3 The Dean is the Chair of the A & S Executive Committee.
- 8.3 The Chairs and Program Directors, Associate Deans and the Dean, are all voting members. The Dean does not usually vote except in the event of a tie.
- 8.4 The Dean has the authority to appoint others within CAS to the EC. This authority would normally only be exercised as a function of changes in departmental or program structure within Arts & Sciences.

### **Section 9: Meeting Procedures and Agenda: Executive Committee (EC)**

- 9.1 In the conduct of meetings of the Arts and Sciences Executive Committee, Roberts Rules of Order, Newly Revised, shall prevail 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 will also normally have a Fall Retreat prior to the beginning of the Fall Quarter.
- 9.4 The Dean in consultation with the members of the EC shall prepare agendas for EC meetings. The agenda is announced to the EC members and to the faculty and staff at large five days before all meetings.
- 9.5 EC members, 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 will issue calls for agenda items at the beginning of each academic quarter. EC members are also encouraged to contact an Associate Dean about an agenda item at any point. When possible, EC members will submit agenda items to an Associate Dean for consideration two weeks prior to EC meetings.
- 9.7 Minutes shall be taken by a designated staff member, usually the Dean's Administrative Coordinator (DAC). The minutes will normally be put forward for review and approval at the subsequent EC meeting. The Dean's comments will be noted with attribution in the minutes; the comments of any other members will be noted without attribution. These minutes will be reviewed and approved by EC members and posted on-line to be available for the College of Arts and Sciences faculty and staff after approval. The DAC will send an email to the faculty when minutes are posted, with a link to the site.

- 9.8 In matters deemed by the Dean or a vote of the EC to be confidential, the Dean will call for an executive session, in which only voting members of the EC participate.
- 9.9 EC Sub-Committee(s). An EC sub-committee may be formed when needed to consider agenda items that require background work, detail work, or further study.
- 9.10 At least one meeting in Fall Quarter will include a presentation by the Dean concerning the proposed College budget and adjustments. Prior to the submission of the budget proposal to the Provost, the FSS and EC will advise the Dean concerning the proposal.

#### **Section 10: Executive Committee: Guidelines for consulting with constituents before a vote**

- 10.1 All members of the EC are expected to communicate with and seek input from department members on matters before the EC.
- 10.2 The agenda for the EC shall be published five days before the meeting, allowing EC members the time to consult with departments prior to a meeting where votes will be conducted. The agenda should note on which issues votes are expected to be conducted.
- 10.3 Appropriate materials regarding information about matters up for a vote shall be distributed to members electronically at least five days prior to the meeting of the EC.
- 10.4 Input seeking, information sharing, and reporting back to department members should happen through an established mechanism ensuring information sharing and consultation is dialogic.
- 10.5 Recommendations for consulting mechanisms and information sharing include discussions at department meetings and providing links to the college's website wherein minutes are posted.

#### **Section 11: Guidelines for conducting votes in the Executive Committee**

- 11.1 Given the executive and administrative functions of the EC, administrative or procedural issues may be addressed by consensus. Where consensus is not attainable, or on questions of formal college policy, a vote will be conducted. A quorum must exist for a vote to take place.
- 11.2 The EC will not take a formal vote on an issue, except for administrative/procedural issues in unusual circumstances, with fewer than five 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 the EC, or announcing the vote by e-mail to EC members. Policy issues may not be voted on at the same meeting at which they were introduced, to allow members time for reflection, discernment and consultation as appropriate. The EC may call an emergency meeting to ensure compliance with the requirement to give five days' notice.
- 11.3 If an EC member cannot attend a particular meeting, a vote may be submitted by proxy with another EC member if the absent member or their designated representative was present



for the discussion.

- 11.4 The vote count of the Executive Committee will be published except in cases of Executive Session.
- 11.5 Recommendations will then be submitted to the Dean and recorded in the minutes.

## **Section 12: Standing Committees of the College**

- 12.1 The President and Vice President of the Arts and Sciences Faculty Staff Senate, or their designees, will be responsible for conducting annual elections of standing committees, and the Dean retains the right to appoint certain members of committees (See Appendix A).
- 12.2 Elections for membership to Standing Committees shall follow the same procedures described above in Section 2 (Election Procedures for College FSS membership).
- 12.3 All committee elections shall be run during the Spring Quarter, and elected committees start July 1 and end June 30.
- 12.4 The committees consisting of faculty only (e.g., College Rank and Tenure Committee, Curriculum Committee) will be elected by faculty. Other committees will be elected by both faculty and staff.
- 12.5 Standing committee members serve three year terms, but can be re-elected. The committee chair can only serve one-term as chair.
- 12.6 Committee chairs will be elected by the committee members, except the Curriculum Committee, whose chair is appointed by the Dean
- 12.7 With the co-approval of the Executive Committee and Dean, the Senate shall have the power to create, reconstitute and abolish standing committees.

## **Section 13: Resources**

- 13.1 Administrative Assistance:

The Arts and Sciences Faculty Staff Senate will have an assigned Administrative Assistant for 5 hours per week. The Administrative Assistant will not be an elected member of the FSS. The duties of the Administrative Assistant will include attending meetings, taking minutes, preparing agendas and minutes, and other responsibilities as assigned by the President of the FSS.

- 13.2 Compensation for FSS Officers:

The President and Vice President of the FSS, if they are full-time faculty, will have a one course release each year during their term as officers of the FSS.

If the President or Vice President is a staff member, he or she will receive a stipend each year of his or her term.

Members (non-officers): Members of the FSS who are part-time faculty will receive a stipend of \$1500 per year.

Full-time faculty (tenured/tenure-track and non-tenure-track) will not receive a stipend or release time for serving on the FSS. Membership on the FSS may qualify faculty for a higher rating on their annual reviews and should be acknowledged in the supervisor's comments.

Staff members who are not officers will not receive a stipend for serving on the FSS, and will carry out their FSS-related duties as part of their regular duties at SU. Department Chairs will accommodate reasonable absences for FSS duties. Membership on the FSS may qualify staff members for a higher rating on their annual reviews and should be acknowledged in the supervisor's comments.

Departments that have a staff member appointed/elected to the FSS will receive extra Work-Study funds from the Dean's Office in the amount of 10 hours per quarter to help accommodate absences.

- 13.3 Receipt of stipends by part-time faculty depends on regular attendance at meetings and satisfactory service (e.g., service on subcommittees), as confirmed annually to the College Budget Manager by the President of the FSS.
- 13.4 The FSS will have an annual non-salary budget for items such as photocopying and refreshments. The non-salary budget for FSS in FY 2016 will be: \$1200.
- 13.5 Physical storage space: The FSS will have a lockable file cabinet in the Dean's Office in which to store physical materials. The FSS will also store electronic materials on the College T Drive or the equivalent.

#### **Section 14: Amendment Procedures to the College By-Laws:**

These Bylaws may be amended by agreement among the Dean, FSS (two-thirds majority vote), and Executive Committee (two-thirds majority vote). A motion to amend must appear in specific form on the agenda of, and be introduced at, a meeting of the Senate/EC preceding a balloting or meeting in which it is voted upon.

#### **Section 15: Timetable/Method for Periodic Review and Assessment of the Governance Structure:**

- 15.1 In keeping with recommendations made by the American Association of University Professors, the Faculty Senate should undertake periodic review and assessment of its governance structures. According to the AAUP, such review should consider (1) equitable distribution of labor, (2) shared authority and responsibility, (3) communication, and (4) effective decision making. Further, such review should consider the following questions: Does the current governance structure foster an equal distribution of faculty and staff involvement and move decision making along in a reasonable fashion? Does it create a balance of power within the college? Is it structured in a way that is understandable to all faculty and staff members? Does it facilitate proper communication between committees? Is it too bureaucratic? Does it meet both administration and faculty/staff needs? Does it

advance the College's strategic goals? Does it contribute to the Academic Mission and the fiscal responsibility of the College and the University?

- 15.2 Reviews should be initiated by the Senate but implemented by task forces voted on by the entire college—task force members should come from the larger body of faculty and staff, not from current senate members. Such task forces should include faculty, staff, and members of college administration. Reviews should be initiated on a rolling schedule and should attend to the following: college committees, election procedures, senate and Executive Committee bylaws, and the like. The first review should be conducted in AY 2018-2019, and a regular schedule of subsequent reviews should be set by agreement of the Senate, EC, and Dean.

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

## **Appendix**

### Standing Committees of the College of Arts and Sciences

#### **College Budget Advisory Committee**

The members of this committee consult on a confidential basis with the Dean concerning the budget priorities of the College, prior to the submission of the annual College budget proposal to the Provost. The committee consists of the Dean, the College Budget Manager, the Associate Deans, and two elected faculty members. Full-time, tenured faculty members in the College of Arts & Sciences are eligible to be nominated by other full-time faculty or to self-nominate. The two faculty members with the most votes who are not tenured in the same department will be elected. All full time faculty in the College of Arts & Sciences will be eligible to vote.

The two faculty members elected to these positions will have the following responsibilities:

In mid to late November, they will join the meeting (or meetings, if necessary) of the Budget Advisory Committee. The elected faculty members will serve as representatives of the general faculty of the College in these confidential budget conversations. The Dean will share the final request prioritization list with the elected committee members at the time he presents it to the Executive Committee of the College and the Arts and Sciences Faculty Staff Senate.

#### **College Events Committee**

The three members of this committee, elected for a two-year term by the faculty, are charged with authorizing funds for bringing educational opportunities to campus such as lectures, concerts, or exhibitions. Faculty who wish to sponsor an event should apply to this committee for funding.

#### **College Curriculum Committee**

This committee reviews all curricular proposals (e.g., new majors, new courses, and program revisions) submitted by departments and programs in the College.

The Curriculum Committee consists of three separate, but collaborative groups:

The Undergraduate Curriculum Committee consists of four elected members and a chair appointed by the Dean. An Associate Dean and the Academic Program Manager serve as ex-officio members. This committee generally meets monthly from October through January, though additional meetings may be called when necessary. Members serve two-year terms, must come from different disciplines, and at least two should be T/TT.

The Graduate Curriculum Committee 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 two-year terms, must come from different disciplines, and at least one should be T/TT.

The UCORE Curriculum Committee consists of two elected undergraduate faculty members and a

chair appointed by the Dean. An Associate Dean serves as an ex-officio member. Members serve two-year terms, must come from different disciplines, and at least one should be T/TT.

All three committees will follow the same charge for review of A&S 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 college, and are likely to receive the support of the university."

### **College Rank and Tenure Committee**

The Rank and Tenure Committee is composed of five tenured faculty members of the College who are not currently applicants for promotion. Three members are elected for set, staggered terms by a majority of voting tenure-track and tenured faculty members. 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. Two other members from any department are appointed by the Dean.

The Rank and Tenure Committee recommends faculty for tenure and promotion in the Fall quarter, reviews the files of faculty in the third year of the tenure process in the Spring quarter, and recommends policy on all matters affecting promotion and tenure.

Election to the Rank and Tenure Committee is held at the end of the Spring quarter in order to allow the Committee to meet as soon as possible in the Fall. The vacancy to be filled by the election conducted by the Faculty Staff Senate is filled by a faculty member elected for a three-year term. If a Dean's appointment falls vacant, the vacancy is also filled by a three-year appointment.

Policy on Recusal in College of Arts and Sciences Promotion and Tenure Decisions (Adopted in May, 2001)

1. Tenure and promotion reviews: Faculty members from the same department as a candidate under review who are members of the College Rank and Tenure Committee will recuse themselves from both the discussion of the candidate's file and from the committee vote at the College level. They may participate in the review of the candidate's file at the department level. In the case of a split decision at the college level, the College Rank and Tenure Committee will submit a letter reporting the split and explaining both points of view concerning the candidate's file.
2. Third Year Review: Members of the candidate's department will be allowed to participate in the discussion of third year review files and to sign the letter of evaluation by the College Rank and Tenure Committee.

### **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 college, elected by the faculty for three year, staggered terms of office. For procedures related to this committee please see the [Academic Honesty Policy](#) and the [Grading Grievance Challenging a Course Grade](#) forms.

### **Global Affairs Committee**

The Global Affairs Committee was created to lead the college in the advancement of global engagement through academic excellence, scholarship development and program quality. The committee supports the efforts of academic departments, programs and faculty that are international in character. The committee coordinates and oversees international initiatives; develops policy for international programs and projects in the college; oversees all faculty- taught courses and programs with a travel component; supports international dimensions of teaching, research and faculty service initiatives; collaborates with university leadership; and assumes fiduciary responsibility for budget allocations. This committee includes three faculty members elected at large by the CAS faculty for one, two and three year terms; one of which is representative of the graduate programs; one of which shall be tenured; the Associate Dean with leadership authority for international courses and programs; ex officio members may include the second Associate Dean in CAS; Education Abroad staff members; key program directors; students appointed by the Student Executive and Graduate Student Executive committees; or other university community members at the discretion of the elected members.

### **Graduate Executive Committee**

The Arts and Sciences Graduate Executive Committee (GEC) was created to provide a forum for graduate program directors to address issues encountered in the administration of their programs. It was also conceived as a place for discussion of broader University policy, philosophy, and strategic planning related to graduate study at Seattle University.

The Associate Dean for Graduate and Professional programs chairs the GEC and with input from GEC members creates meeting agendas. Each year, GEC begins with a graduate summit, then meets twice per quarter throughout the academic year.

Members include graduate program directors, the Dean and Associate Dean, and the A&S director for grad marketing. Representatives from Housing, Student Financial Services, Admissions, Global Engagement, Registrar etc. are frequent guests. GEC is not a policy making body, but serves an advisory and collaborative role.

### **Space Committee**

The College of Arts & Sciences Space Committee reviews and where possible, acts on the needs of the College with regard to office space, instructional space, and communal spaces. The committee regularly solicits information from all departments and divisions of the College, reports to the Dean, and works closely with the University Planning Committee on the needs of the College. The committee meets twice per quarter during the academic year. An Associate Dean chairs the committee and its members include one staff member, two T/TT faculty, two FT NTT faculty, and the A&S Program Coordinator as an ex officio member.

**Non-Tenure-Track Faculty Committee**

The College of Arts and Sciences Non-Tenure-Track Committee studies and promotes the interests of all non-tenure-track faculty in the College of Arts & Sciences. The committee meets quarterly, and regularly reports on its efforts and solicits input from interested faculty. A member of the committee also meets with the Dean quarterly. Membership is open to any non-tenure-track faculty members who make a one-year commitment to serve. The committee shall have two co-chairs, consisting of one full-time and one part-time non-tenure-track faculty member. Co-chairs shall be elected (or reelected) each academic year and shall serve for one year.