

## *BYLAWS*

### *COLLEGE OF ARTS AND LETTERS OLD DOMINION UNIVERSITY*

#### I. NAME

The name of this organization shall be the College of Arts and Letters of Old Dominion University.

#### II. JURISDICTION

The college comprises the departments of Art, Communication and Theatre Arts, English, Foreign Languages and Literatures, History, Music, Philosophy and Religious Studies, Political Science and Geography, Sociology and Criminal Justice, and Women's Studies. In the event of a discrepancy between the college bylaws and the university faculty handbook, the university faculty handbook shall supersede the college bylaws.

#### III. VOTING MEMBERS

All full-time faculty members of the college are voting members.

#### IV. OFFICERS AND THEIR DUTIES

A. The President and the Provost and Vice President for Academic Affairs: The president and the provost and vice president for academic affairs shall be ex officio officers of the college.

B. Dean: The dean shall be the chief executive and administrative officer of the college.

1. The dean shall be the principal liaison between the college and the administrative officers of the university.

2. The dean or his/her representative shall be an ex officio member of the Advisory Council and all college committees except the Committee on Tenure and Promotion when considering cases.

#### V. ADVISORY COUNCIL, MEMBERS, AND MEETINGS

A. The Advisory Council: The Advisory Council shall be the principal advisory organization within the college. Its chief function shall be to make recommendations to the dean in matters pertaining to the policies, programs, functions, and affairs of the college.

1. Members: The Advisory Council shall consist of the chair of the

Advisory Council, one member from each of the remaining departments within the college, the dean and associate deans (ex officio), and any standing committee chairs who might not otherwise be members (see VI, B). One person can only hold one committee chair position simultaneously.

2. Meetings: The Advisory Council shall meet at least once a month, during the regular academic year excluding summer semester, or more or less often as the dean and chair of the Advisory Council may deem necessary or appropriate, or less often as a majority vote of the Advisory Council may deem acceptable.
3. Each year, the new Advisory Council shall assume its responsibilities at the beginning of the fall semester.

B. Chair of the Advisory Council: The chair of the Advisory Council shall be elected annually by the Advisory Council from among the departmental faculty representatives on the Advisory Council.

1. The chair shall preside over meetings of the Advisory Council.
2. The chair shall collaborate with the dean in the preparation of the agenda for the meetings of the Advisory Council.

C. Secretary of the Advisory Council: The secretary of the Advisory Council shall be the Dean's Administrative Assistant.

1. The Secretary shall see to the recording and preservation of the following:
  - a. A current list of all voting and non-voting members of the College;
  - b. The minutes, records and current bylaws of the Advisory Council.
2. The Secretary shall see to the preservation of the records and reports of all college committees submitted to the Advisory Council.

## VI. COMMITTEES

A. Committees within the College shall be appointed before the last day of classes in the spring semester of each year to begin service in the fall semester. The composition of each committee is noted in the definition of the committee membership. Members of college committees shall be selected by each department or academic program and their names forwarded to the dean. The dean shall appoint administrators to serve on committees as needed.

- B. Committees shall assume their responsibilities with the beginning of the fall semester in each year and continue through the summer if necessary. The chair of the Advisory Council shall designate a member of each committee who will convene the committee for purposes of electing a chair before the last day of the spring semester examinations. The committee chair will become a member of the Advisory Council by virtue of chairing the committee.
- C. Committee tasks shall normally be assigned to the most appropriate standing committee. The dean may appoint ad hoc committees when necessary. In such cases the dean shall notify the Advisory Council as to the function and membership of such committees. It shall be the duty of the dean to charge all committees.
- D. For the purposes of this organization, the following committees shall be considered standing committees:
  - 1. Committee of Department Chairs and Directors
    - a. The committee shall consist of the chairs of the departments of the college, the directors of each institute, program or center listed in II, and the associate deans.
    - b. The dean shall be chair of the committee.
    - c. The committee shall concern itself with those matters of particular interest to departments as administrative units of the college.
    - d. This committee does not attend the Advisory Council meetings.
  - 2. Committee on Promotion and Tenure
    - a. This committee shall consist of representatives from each department with the college. Each department shall select one representative from among its tenured faculty, in accordance with procedures outlined in the faculty handbook.
    - b. The committee shall elect its chair, who, if not a member of the Advisory Council, will become a member by virtue of chairing this committee. The committee shall also elect the college representative to the university promotion and tenure committee in accordance with the procedures outlined in the faculty handbook.
    - c. The committee shall consider individual promotion and tenure cases brought before it from within the college with regard to which it shall report directly to the dean.

- d. The committee shall consider policy matters related to the promotion and tenure process within the college, with regard to which it shall report directly to the Advisory Council.
  - e. The committee shall at all times adhere to the policy statements regarding the promotion and tenure process as specified in the latest edition of the ODU faculty handbook.
3. Committee on Undergraduate Curriculum
- a. The committee shall consist of representatives from each department within the college.
  - b. The committee shall elect its chair, who, if not a member of the Advisory Council, will become a member by virtue of chairing this committee.
  - c. The committee shall concern itself with undergraduate curriculum, university bachelor's degree requirements, the college distribution requirements and advising, with regard to which it shall report to the Advisory Council.
4. Committee on Long-Range Planning
- a. The committee shall consist of representatives from each department within the college.
  - b. The committee shall elect its chair, who, if not a member of the Advisory Council, will become a member by virtue of chairing this committee.
  - c. Committee members shall serve for three consecutive years.
  - d. The committee shall concern itself with long-range planning, with regards to which it shall report to the Advisory Council.
5. Committee on Scholarships, Grants, Honors and Awards
- a. The committee shall consist of representatives from each department within the college.
  - b. The committee shall elect its chair, who, if not a member of the Advisory Council, will become a member by virtue of chairing this committee.
  - c. The committee shall concern itself with scholarships, grants, honors, and awards for students, with regard to which it shall

report to the Advisory Council.

6. Committee on Instruction
  - a. The committee shall consist of representatives from each department within the college.
  - b. The committee shall elect its chair, who, if not a member of the Advisory Council, will become a member by virtue of chairing this committee.
  - c. The committee shall concern itself with instruction, faculty development in teaching, faculty teaching awards, and methods for evaluation of teaching, with regard to which it shall report to the Advisory Council. The committee chooses three awards: The Joel S. Lewis Award for Excellence in Student Mentoring, The Robert L. Stern Award for Excellence in Teaching and The Distinguished Adjunct Teaching Award.
  
7. Committee on Research and Publications
  - a. The committee shall consist of representatives from each department within the college.
  - b. The committee shall elect its chair, who, if not a member of the Advisory Council, will become a member by virtue of chairing this committee.
  - c. The committee shall concern itself with (1) encouraging the expansion of research and publication activities within the college, and (2) establishing a rational and just means for dividing those research and publication resources that might be made available to the college. The committee shall report directly to the dean concerning administrative matters relating to research and publications, and to the Advisory Council concerning policy matters relating to research and publications. This committee selects the Burgess Award recipient.
  
8. Library Committee
  - a. The committee shall consist of representatives from each department within the college.
  - b. The committee shall elect its chair, who, if not a member of the Advisory Council, will become a member by virtue of chairing this committee.

- c. The committee shall concern itself with college policy concerning management of the collection.
9. Committee on Technology and Computer Resources
- a. The committee shall consist of representatives from each department within the college, and the technical support team from the college.
  - b. The committee shall elect its chair, who, if not a member of the Advisory Council, will become a member by virtue of chairing this committee.
  - c. The committee shall be concerned with technology-related developments and the efficient/effective use of innovative technologies in the instructional, research, service, and administrative activities of the college. As such, the committee shall identify priorities, and recommend new and emerging technologies necessary for the fulfillment of the college's mission. The committee shall examine and advise the college on strategies, usage, acquisition, and support for these technologies.
10. Practicum/Internship Committee
- a. The committee shall consist of representatives from each department or program within the college that offers an undergraduate major; the representative should be the faculty member in charge of overseeing student internships in their respective department or program.
  - b. The committee shall elect its chair, who, if not a member of the Advisory Council, will become a member by virtue of chairing this committee.
  - c. The committee shall concern itself with 1) managing internships done by students for academic credit 2) exchanging ideas about student internships and evaluation methods across the departments and 3) working with the University's Career Management Center to enhance students' internship experiences.
11. Committee on Graduate Studies
- a. The committee shall consist of the director of every graduate program and a graduate-certified faculty member from all departments without graduate programs. The Associate Dean for Research and Graduate Studies will serve as a non-voting

ex-officio member of the committee.

- b. The committee shall elect its chair, who, if not a member of the Advisory Council, will become a member by virtue of chairing this committee.
- c. The committee:
  - (i) serves as the curriculum committee for graduate programs, certificates, and courses;
  - (ii) makes recommendations to the dean regarding the certification/recertification of faculty members for graduate instruction;
  - (iii) serves as an advisory board to the dean on matters relating to graduate programs and instruction; and
  - (iv) selects the Doctoral Mentoring Award recipient.

## VII. RULES OF ORDER AND PROCEDURE

Meetings of the College Advisory Council and College Committees shall be governed by **ROBERT'S RULES OF ORDER**, Revised, latest edition. Meetings may be held in person, by telephone or tele-conference call, or by e-mail following reasonable notice of a meeting. A quorum shall be established if a majority of the voting membership is present; in the case of e-mail meetings, it shall be that a majority of the voting membership participates in the e-mail exchanges. Motions shall be carried by a majority of those voting following ample opportunity for discussion.

## VIII. RATIFICATION

These bylaws shall be ratified when submitted by the dean to the full-time faculty of the college and approved by a simple majority thereof.

## IX. AMENDMENT

- A. These bylaws may be amended by the following methods:
  - 1. A proposed amendment shall be presented to the chair of the Advisory Council in writing at least 10 days prior to a scheduled meeting.
  - 2. At that scheduled meeting of the Advisory Council, discussion of the amendment shall be opened and a vote taken upon the amendment no later than the next meeting of the Advisory Council.
  - 3. If approved, the amendment shall be presented to the full-time faculty of the college through electronic mail.

4. All faculty in the college will be invited to discuss proposed changes at the next meeting of the Advisory Council. A vote of all full-time faculty present at the meeting shall be final.

Approved by the faculty 1/22/2018

Revised 1/16/2018 dem

Revised 2/23/2015 mjd

Revised 10/20/2003 cs