BROOKS COLLEGE
OF INTERDISCIPLINARY STUDIES
BYLAWS

Approved by Brooks College Faculty in Winter 2015

Brooks College of Interdisciplinary Studies (College) Faculty Governance is a deliberative and broadly representative forum that exists to consider the activities of the College in all of its facets, with particular attention to educational objectives and those matters that affect the common interests of faculty, staff and students. One of the guiding principles of the College is inclusive, collaborative and interdisciplinary teaching and learning; our governance structures are also deliberately and broadly inclusive. The College engages the wider university in a variety of programs; thus our faculty is composed of many people also involved in other colleges and programs across the university.

Any standing committee may recommend general policies and otherwise advise the Dean of Brooks College. All standing committees are authorized to initiate policy proposals as well as to express their judgment on those submitted to it by the administrative officers of the University and its various academic divisions. The College's Faculty Governance is also empowered to request information through appropriate channels from the University administration. These bylaws will be reviewed by Faculty Council every five years, or earlier if deemed necessary by the College's Faculty Council. Proposed revisions will be approved by a vote of the College in the Winter election cycle, and will take effect at the beginning of the following Fall semester.

A. Brooks College Faculty Governance Committees

College Personnel Committee

A. The College Personnel Committee will:
1. Review and recommend to the Dean on all contract renewals, promotion and tenure decisions, dismissal for adequate cause, personnel policies and issues, and other requirements of the Faculty Handbook. It will also make recommendations to the Dean on sabbatical applications.
2. Develop its own bylaws, consistent with university policy and these bylaws.

B. Personnel Committee Membership:
1. As specified by Administrative Handbook, ex officio membership of the Dean is voted on annually by the faculty.
2. The Personnel Committee shall be composed of 3 internal and 2 external tenured faculty elected by the eligible voters.
   a. External members are elected from a slate approved by the Provost and developed in consultation with the Dean of Brooks College and the Brooks College Faculty Council.
b. Internal members are elected from among the eligible faculty (see Voter Eligibility and Ability to Serve on Brooks College Committees).

3. The Faculty Council of the College, in consultation with the Dean, may elect an additional faculty member to serve as an inclusion advocate, who serves *ex officio* and without the right to vote.

4. The committee will elect its own chair annually from among the committee members. Whenever possible, rank and experience should be taken into account when choosing the chair.

5. After the election of the new committee members each Winter semester, and before the end of that semester, the committee will meet to elect a chair. Continuing members of the committee and newly elected members are eligible to vote in the chair election.

6. Term of Service shall be three (3) years elected on a rotating basis. Members may be re-elected.

7. Committee Operations:
   a. The entire Personnel Committee will deliberate and vote on each contract renewal, tenure, or promotion case.
   b. The Committee will deliberate and vote on sabbatical proposals from within the Brooks College.
   c. At the first meeting of the academic term, the members of the CPC will vote on whether or not to invite the Dean of the College to attend their meetings on personnel actions as provided for by University policy.
   d. The committee will meet with the Dean to discuss its recommendations.

**College Curriculum Committee**

A. The College Curriculum Committee will:
   1. Review and recommend to the Dean on all curricular matters, including proposals for new courses or programs, course and program changes, program requirements, and general education courses. It will review whether proposals have adequately identified and dealt with potential overlap with, or effect on, other disciplines, units, or colleges. The Dean’s office will be charged with facilitating communication and coordination among affected disciplines, units, and colleges. When evaluating new programs, the committee will provide input to the Dean regarding the appropriateness of fit within the College.
   2. Develop its own bylaws, consistent with university policy and these bylaws.

B. Curriculum Committee Membership:
   1. The College Curriculum Committee will have five (5) elected members, with no more than two (2) members from any one unit; an additional member may be appointed by the elected members of the College Faculty Council, in consultation with the Dean, to serve as an inclusion advocate.
   2. The Dean or a designated representative of the Dean may sit on the committee as a non-voting, *ex-officio* member.
   3. The committee will elect its own chair and secretary from among the members; the chair of the committee shall be a tenured faculty member.
4. After the election of new committee members each Winter semester, and before the end of the semester, continuing members and newly elected members will meet to elect a chair and a secretary.

5. A minimum of 3 members of the committee must be tenure track faculty.

6. Term of Service shall be three (3) years elected on a rotating basis. Members may be re-elected.

7. If the committee has questions about curricular issues pertaining to a unit that is not represented on the committee, the committee shall consult with the relevant unit head and/or the author(s) of the curricular proposals from that unit.

**College Faculty Council**

A. The College Faculty Council (CFC) will:
   1. Serve as liaison between the faculty and the Dean, representing the general interests of the College's faculty collectively.
   2. Advise the Dean about concerns of the faculty, including but not limited to issues of governance, curriculum, budget, new programs, and staff support.
   3. At all times, keep the faculty informed about consultations with the Dean. When relevant, it will issue a statement to the College's faculty that shall include, but is not limited to, indication as to the position of the CFC on the respective issue(s). It shall also indicate the CFC's affirmation, neutrality, or disagreement with the Dean’s decision or course of action.
   4. Oversee elections to College and University committees, as described below under "Election Procedures" and "Voter Eligibility".

B. Membership:
   1. The council will have five (5) elected members; an additional member may be appointed by the elected members of the council, in consultation with the Dean, to serve as an inclusion advocate.
   2. The Dean or a designated representative of the Dean may sit on the council as a non-voting, *ex-officio* member.
   3. After the election of new committee members each Winter semester, and before the end of the semester, continuing members and newly elected members will meet to elect a chair; the chair shall be a tenured faculty member.
   4. No more than two (2) members will be taken from any one unit or program.
   5. A minimum of three (3) members of the Faculty Council must be tenure track faculty.
   6. Term of Service shall be three (3) years elected on a rotating basis. Members may be re-elected.

**B. Brooks College Representation in University Faculty Governance**

Brooks College has representation in University faculty governance as described in the Faculty Handbook.
C. Elections

Election Procedures

Elections will be held annually during Winter Semester to select members for positions on University and College Faculty Governance committees for the upcoming academic year.

Faculty Council will organize the elections: solicit nominations, distribute the ballot, count the ballots, and announce the results. Before each election, the Dean’s office shall provide the Faculty Council a complete list of eligible voters.

Elections will use the approval voting format. For each position, faculty should vote for as many of the nominees as they support.

Voter Eligibility and Ability to Serve on Brooks College Committees

The faculty eligible to vote and serve on Brooks Faculty Council and Brooks Curriculum Committee are:
1. Tenure-track faculty with permanent majority appointments in Brooks College
2. Affiliate faculty with permanent majority appointments Brooks College
3. Faculty with a substantial commitment to Brooks College as articulated by having a signed appointment letter on file in the Brooks College Dean’s office (commonly referred to as Joint Appointments)
4. Faculty Coordinators and Faculty Directors of Academic Units and Programs housed in Brooks College
5. Other faculty serving on the Leadership Council by virtue of their positions being housed in Brooks College.

The faculty eligible to vote and serve on the Brooks Personnel Committee are:
1. Tenure-track faculty with permanent majority appointments in Brooks College.

Voter Eligibility and Ability to Serve on University Committees

The faculty eligible to vote and serve on University Committees are:
1. Tenure-track faculty with permanent majority appointments in Brooks College
2. Faculty with a substantial commitment to Brooks College as articulated by having a signed appointment letter on file in the Brooks College Dean’s office (commonly referred to as Joint Appointments)
3. Faculty Coordinators and Faculty Directors of Academic Units and Programs housed in Brooks College
4. Other faculty serving on the Leadership Council by virtue of their positions being housed in Brooks College.
**Vacancies**

The Faculty Council will maintain a list of all candidates and votes received. Outside of the annual regular election, if a seat is vacated on a Brooks College committee (except the College Personnel Committee) due to resignation or some other reason, the Faculty Council will offer the seat to the person on the list with the next highest number of votes. If the list is exhausted, Faculty Council will appoint an interim replacement to the position until it can be filled through the next regular election. This appointment cannot occur until after a public call for volunteers has occurred and, if possible, the Faculty Council has asked the person who is vacating the seat for recommendations.

Faculty may stand for election if they expect to take a sabbatical or other leave during the term they are seeking, unless they will be on leave during the fall semester of their committee term’s first year. Faculty are not allowed to serve on Brooks College Faculty Governance committees during the sabbatical semester, or any other leave of a semester’s duration. However, after the sabbatical is finished, a faculty member may resume the committee position and serve out the rest of his or her term. Sabbatical or other leaves lasting two or more semesters require that the faculty member relinquish his or her seat on the committee.