

**ADELPHI UNIVERSITY**  
**COLLEGE OF ARTS AND SCIENCES**  
**By-Laws**

**Article I. Name**

College of Arts & Sciences

**Article II. Purpose**

**Section A.** Subject to the ultimate authority of the Board of Trustees, including the authority delegated to the President by the Board of Trustees, the College of Arts and Sciences Faculty, in accordance with the University's Articles of Governance and Provisions for Peer Review, is organized to act on educational matters within the scope of its academic domain. This document specifies the authority and governing policies for assuming such responsibility.

**Section B.** The faculty has primary responsibility for the curriculum, methods of instruction, research, faculty status and those aspects of student life which relate to the College of Arts and Sciences' programs.

**Article III. Membership**

During any academic year, the voting faculty of the College of Arts and Sciences shall consist of all full-time faculty in the departments and programs. Voting privileges are simultaneous with the date of initial appointment and terminate with the date of severance, for whatever reason, from the College of Arts and Sciences. Specifically excluded from voting are Emeritus faculty, students, faculty classified as "part-time" and/or faculty classified as "visiting," as long as this is in accord with the Collective Bargaining Agreement and Accreditation Agency requirements. The Dean of the College of Arts and Sciences is the chief executive officer.

**Article IV. Meetings**

1. Meetings may be called by:
  - a. The Dean.
  - b. Any twenty (20) percent of the voting members of the Faculty.
  - c. A majority of the members of the Committee on Academic Affairs.
2. The Dean of the College of Arts and Sciences or the Dean's designated representative shall preside at all meetings of the faculty.
3. A recorder of the minutes and a parliamentarian shall be designated for each meeting of the faculty, as specified in the Operating Procedures.
4. Twenty-five (25) percent of the voting faculty shall constitute a quorum.
5. All decisions of the faculty shall be determined by majority vote except as stated in other sections of the by-laws.

## **Article V. Standing Committees**

### The Committee on Academic Affairs

1. The Committee on Academic Affairs acts for the faculty of the College of Arts and Sciences in the exercise of its policy-making and regulatory responsibilities and, in so doing, seeks to keep the faculty informed of its activities and to be responsive to faculty ideas and reactions. Accordingly, the Committee will forward as a matter of routine its minutes to all members of the College and to such other University faculty and administrators as may request that their names be placed on the distribution list for Committee minutes. Faculty of the college are encouraged to report their ideas or reactions to the Dean or any member of the Committee; further, any 5% of the faculty may petition the committee to consider or reconsider any issue within its jurisdiction. When appropriate or necessary, the actions of the Committee 1) shall be subject to approval by the trustees of the University; 2) shall be subject to reaction by the faculty of the College as indicated in Article VI; 3) may be reviewed by the Faculty Senate or equivalent body for conflict with University wide policies established by the Senate. Exceptions to policies and regulations are to be made only after written recommendation by a department and approval by the Dean, with review by the Committee on Academic Affairs.
2. The membership of the Committee on Academic Affairs shall be the following:
  - a. One representative from each department in the College of Arts and Sciences.
  - b. A faculty representative from each independent multi-disciplinary academic program in the College of Arts and Sciences and faculty representing such other programs as may be recommended by the Committee and approved by the College faculty.
  - c. A faculty representative from the library.
  - d. The Dean or his/her representative.
3. The Committee shall elect its own Chairperson and Secretary. The Dean may not be elected as Chairperson of the committee.
4. The Committee shall establish standing sub-committees on Curriculum and Academic Standards as well as any other committee, standing or ad-hoc as it may deem necessary to carry out the regular business of the College of Arts and Sciences in compliance with the Collective Bargaining Agreement.
5. Ad hoc committees may be established by the Dean as needed.

## **Article VI. Referenda**

Twenty (20) percent of the voting faculty may petition the Dean for a referendum by the faculty on any specific issue. Moreover, either the Dean or the Committee on Academic Affairs may conduct a referendum. To be valid, a referendum requires that twenty-five (25) percent of the voting faculty participate. A majority vote shall prevail and supersede any existing policy or other action of the Committee on Academic Affairs.

## **Article VII. Parliamentary Authority**

**Section A.** Robert's Rules of Order Revised shall govern the faculty in all cases in which they are applicable and in which they are not inconsistent with the University's By-Laws or Special Rules.

**Section B.** The Dean shall appoint the parliamentarian who shall serve for the academic year. The person may be reappointed.

## **Article VIII. Ratification and Amendment**

As specified by the Articles of Governance of Adelphi University, Article VII, these By-Laws and any amendments of them become effective upon approval by the Board of Trustees. This document shall be submitted to the Board of Trustees following a majority vote of the eligible faculty (as defined in Article III) who cast ballots. Amendments to this document may be proposed by the Committee on Academic Affairs, by at least 20% of the voting members of the faculty, or by a majority of the faculty at a meeting at which a quorum is present. Amendments shall be presented to the faculty with a rationale prepared by the sponsoring body and with evaluation by the Committee on Academic Affairs two weeks prior to a vote. To pass, an amendment must receive the affirmative vote of a majority of the faculty eligible to vote.

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Ratified 04/07/04 by a majority vote of the eligible faculty casting ballots.