

**ADELPHI UNIVERSITY
HONORS COLLEGE By-Laws**

Article I. Name

The Honors College

Article II. Purpose

Subject to the ultimate authority of the Board of Trustees, including the authority delegated to the President by the Board of Trustees, the Honors College Committee, 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.

The primary function of the Honors College Committee is twofold: first, to provide feedback on the curriculum map of the honors courses with reference to learning goals and assessment processes; second, to serve as ambassadors in the recruitment and retention of a robust, diverse honors student body.

Article III. Membership

During any academic year, the voting members of the Honors College Committee shall consist of: the full-time faculty members, including visiting faculty, who teach in the Honors College during a given academic year; those who taught in the Honors College during the previous academic year; no more than three additional faculty to be selected on an annual basis by the Honors College Deans; full-time faculty holding joint appointments in the Honors College; two full-time faculty members appointed annually by the Adelphi University Faculty Senate; the Honors College Deans; and the Dean of the College of Arts and Sciences. The Dean of the Honors College is the chief executive officer.

Article IV. Meetings

- A. Meetings of the Honors College Committee will be held once a semester in the fall and spring. Additional meetings may be called by:
 - 1. The Dean, or
 - 2. Any five members of the Honors College Committee
- B. The Dean of the Honors College shall determine the agenda for all meetings of the Honors College Committee taking into consideration agenda items proposed by Committee members prior to the meetings.
- C. The Dean of the Honors College or the Dean's designated representative shall preside at all meetings.
- D. A recorder of the minutes shall be designated for each Honors College Committee meeting.
- E. Fifty percent of the members of the Honors College Committee shall constitute a quorum.

- F. All decisions of the Honors College Committee shall be determined by majority vote unless otherwise specified by these by-laws.

Article V. Standing Committees

There are two standing committees, the Honors College Committee, and the Honors College Unit Peer Review Committee:

A. The Honors College Committee's charge and membership is outlined above. Further, the Honors College Committee may establish subcommittees; subcommittees may add additional members who do not also serve on the Honors College Committee. The standing subcommittees are:

1. Modern Condition Committee, composed of the faculty teaching the course that semester;
2. Human Condition Committee, composed of the faculty teaching the course that semester;
3. Diversity Committee, composed of Honors College staff, faculty, and enrolled students;
4. Recruitment Committee, composed of Honors College staff, faculty, and members of the Alumni Advisory Council.

B. The Honors College Unit Peer Review Committee is charged with establishing and implementing standards and policies for peer review of full time Honors College Faculty in accordance with the Adelphi University Provisions for Peer Review and with the Adelphi University AAUP Collective Bargaining Agreement.

Additional ad hoc committees or subcommittees may be established by the Dean as needed.

Article VI. Appointments and Peer Review

A. Any joint appointments involving the Honors College will be made in accordance with the language on joint appointments adopted in the Collective Bargaining Agreement.

1. At the time of appointment of a non-tenured faculty member to a joint appointment that includes the Honors College, the Search Committee, in consultation with all relevant units, will establish the nature and extent to which a review of performance in the Honors College will be included in the process for retention, promotion, and tenure of the candidate.
2. The Honors College Committee will provide information and assistance as requested by the Peer Review Units in other units of the University when members of those units are under review.

Article VII. Curriculum

- A. In selecting the faculty to teach Honors College courses, the Deans will consult with the authorized course planner to whom the faculty members report.
- B. Changes in requirements for the Honors College Diploma will be approved by the Honors College Committee. Before making final decisions, the Honors College Committee will consult with other academic units that might be affected by such changes.
- C. Honors courses are open to all students with the approval of the Dean of the Honors College.

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 any member of the Honors College Committee. Amendments are to be presented in writing along with a rationale for evaluation at least two weeks prior to a vote. To become effective an amendment must receive the affirmative vote of two-thirds of the members of the Honors College Committee eligible to vote.

Article IX. Parliamentary Authority

Robert's Rules of Order shall govern the faculty in all cases in which they are applicable and provided that they are not inconsistent with the Articles of Governance of Adelphi University or special rules.