

Bylaws of the Council of the College of Natural Sciences and Mathematics

ARTICLE I

Name

This organization will be known as the Academic Council of the College of Natural Sciences and Mathematics, also known as the Council.

ARTICLE II

Purpose

The Council provides the College with an appropriate means for planning and conducting the College's educational programs, including shared responsibility with the College Administration and Departments for policies, safety, goal setting, resource allocation, student affairs, planning, development, approval of programs and courses, setting and maintenance of the standards of instruction, and setting of standards for hiring, retention, tenure, and promotion. Except for referenda or appeals, as provided for in section 3.2 of the Constitution, the Council speaks for the Faculty of the College.

ARTICLE III

Membership

The membership of the Academic Council will be as provided in Article 2, Section 1, of the Constitution of the College.

ARTICLE IV

Officers

Section 1. The officers will consist of a Chair and a Vice Chair.

- a. The Chair and Vice Chair will be elected by and from the Academic Council at the first regular meeting of the Fall Semester.
- b. The term of office will be one year.
- c. Officers will not serve more than two (2) consecutive years in any given position.

Section 2. Duties of Officers.

- a. The Chair will act as the executive officer and preside over meetings of the Council and of the Executive Committee.

- b. The Chair will be an ex-officio, non-voting member of all standing committees of the College except for the Personnel Committee.
- c. The Vice Chair will act for the Chair in the event of the absence or disability of the Chair and will immediately succeed to the office of Chair should the Chair become incapacitated or resign. In the case of succession, the vacated Vice Chair position will be filled by the Academic Council.

Section 3. Executive Committee. The Executive Committee will consist of the Council Chair and Vice Chair and one other member chosen by and from the Council at the first Fall meeting of the Council. The Dean or designee will be an ex-officio member. The Executive Committee will assist the Chair as needed and may act on behalf of the Council. All such Executive Committee actions are subject to Council review.

Section 4. Appointed Officers. A Parliamentarian may be appointed by the Chair, subject to ratification by the Council. The Parliamentarian will be without vote. Other officers may be appointed as necessary.

ARTICLE V

Meetings

Section 1. Regular meetings of the Council will normally be held at least monthly during the Fall and Spring semesters of each academic year, with the dates and location to be determined by the Council.

Section 2. Special meetings will be called by the Dean, the Chair of the Council, or at the request of a simple majority of the membership of Council. They may also be called by a written petition of ten percent of the Faculty or thirty Students of the College. The call for a special meeting will state the purpose of the meeting and at such a meeting no other business will be transacted. Meetings called by petition of Faculty or Students must be convened by the Council Chair within 21 days of receipt of the petition.

Section 3. Meeting agendas will be established by the Executive Committee. Any Faculty or Staff of the College may submit agenda items. Agenda items may also be submitted by a petition of ten Students of the College.

Section 4. A quorum will consist of one-half plus one of the voting members of the Council.

Section 5. Decisions made at Council meetings will be by a simple majority of the voting members present.

Section 6. Meetings of the Academic Council and its Committees, except those related to personnel matters (e.g., retention, tenure, promotion), are open to all Faculty, Staff, and Students of the College.

Section 7. Minutes will be taken at all Council meetings. The minutes and agendas will be provided to each Department and Program office on a timely basis. The current and permanent records of the Council will be maintained in the Office of the College.

ARTICLE VI Committees

Section 1. The Council may delegate duties to committees or to individuals, and it will prescribe the composition of such committees. Specific or general powers delegated to any committee will be provisional in nature. Committee charges will include making recommendations to the Council and any other responsibilities the Council deems appropriate.

Section 2. Standing Committees. The Standing Committees will be chosen by the following processes and have the following charges:

- a. Curriculum Review Committee: The Curriculum Review Committee is charged with reviewing new program and program change proposals, and new course and substantial course change proposals. This includes evaluation of any resource implications these might have. It also monitors program and course proposals submitted by other University programs. The Committee will report on its activities to the Academic Council as needed.

The Curriculum Review Committee will consist of one representative from each Department to be selected by the Departments. Faculty will serve staggered, two-year terms. Departments will be notified by the Dean's office in the first week of April if they must select a replacement. The Dean or Dean's designee will serve as an ex-officio, non-voting member.

The committee will meet on the first and third Wednesday of each month at 3:00p.m.

- b. Personnel Committee: The composition, election procedures, and charge for the Personnel Committee, commonly referred to as the NSM Secondary RTP Committee, including the role of the Academic Council chair in tallying election results, are defined in the College's Appointment, Retention, Tenure and Promotion Procedures policy.
- c. Safety Committee: The Safety Committee is specifically charged with oversight of safety issues including, but not necessarily limited to, Laboratory Safety, Field Safety, and Public Safety associated with the curriculum and operations within the College. The NSM Safety Committee will report as needed to the appropriate University-level safety committees. The Committee will serve as a conduit of information between departmental-level safety committees and higher-level committees and develop college-wide policies and practices to ensure a safe environment for our students, staff, and faculty.

The Safety Committee will consist of

- NSM Safety Manager
- One representative from Environmental Health & Safety (EH&S)
- Chemistry Faculty Member
- Biology Faculty Member
- Physics & Astronomy Faculty Member
- Geology Faculty Member
- Geography Faculty Member
- Two members of college Technical Staff (IST/ITC/ET) (not from same Department)
- One member of college Non-technical/Administrative Staff (ASA/ASC/AAS/SSP)
- Associate Dean (ex officio, non-voting)

The Dean's office will solicit appointments for faculty representatives from the Departments of Biological Sciences, Chemistry, Physics & Astronomy, Geography, and Geology in the first week of April if they must select a replacement. Nominations for technical and non-technical/administrative staff representatives will be solicited through a general call to all college staff. The Academic Council will select from the list of nominees. The representative from EH&S will be selected by the Senior Director of Risk Management Services.

Faculty and Staff members will serve staggered two-years terms. The members from Biology, Geology, and Geography, and one Technical Staff member will be appointed in the same year. The members from Physics & Astronomy and Chemistry, the other Technical Staff member, and the Non-technical/Administrative Staff member will be appointed in the alternate year.

The committee will meet on the second Friday of each month at 2:00p.m.

- d. Scholarship and Awards Committee: The Scholarship and Awards Committee is responsible for reviewing nominations for all scholarships and awards, both for students and faculty, granted by the College; the Committee submits its recommendations to the Dean of the College.

The committee will manage the following student awards: NSM Dean's award, Dr. Jane Bruner Scholarship for Academic Excellence, the Chevron Scholarship, the Hedda and Thomas Smithson Science/Math Scholarship, the Jo-Ann Bulf Memorial Scholarship, the Richard and Oleta Melnicoe Scholarship, and any other awards and scholarships recognized to need management by the committee and Academic Council. Details on the eligibility and criteria for these awards may be solicited from the NSM Dean's office.

The committee will also manage the Outstanding Faculty Awards (OFA). The OFA is a program to give public recognition to NSM faculty members for outstanding accomplishments in one of the following areas: Scholarly and Creative Activity, Teaching, University Service, or Community Service. Details on the eligibility and criteria for these awards may be solicited from the NSM Dean's office.

During the Spring semester the Dean's office will solicit appointments from the appropriate NSM departments for a faculty representative to serve on this committee.

Terms will be a maximum length of three years and staggered to maintain committee continuity. The members from Biological Science and Physics & Astronomy will be appointed in the same year. The members from Geography and Geology will be appointed in the subsequent year. The members from Chemistry and Mathematics & Statistics will be appointed in the third year. Departments will be notified by the Dean's office in the first week of April if they must select a replacement.

- e. NSM Diversity, Equity, and Inclusion Committee: The NSM Committee on Diversity, Equity, and Inclusion (DEI) is a standing committee dedicated to building learning and working environments that welcome, affirm, value, and support a diverse body of students, faculty, and staff. The committee is charged with (1) evaluating current efforts to further diversity, equity, and inclusion within the College; (2) assisting departments and the College in developing anti-discriminatory strategies (e.g., related to race, sexual orientation, gender identity, ability, religion, etc.); (3) advising the College on issues and opportunities of diversity, equity, and inclusion; (4) providing guidance on the allocation of resources to support college efforts in these areas.

Membership on the NSM Committee on Diversity, Equity, and Inclusion (DEI) will consist of six faculty members, two at-large staff members from the College, and two student representatives. No more than two faculty representatives may be from the same department. Faculty and staff representatives will serve staggered two-year terms. A call for nominations for open positions will be sent by the Dean's office in the first week of April. Nominees will provide a brief statement of interest, not to exceed 250 words. Members will be selected by the Academic Council from the list of nominees. Student representatives will be selected via collaboration with ASI. Each student representative will serve a one-year term. The Dean or Dean's designee will serve as ex-officio, non-voting member.

The committee will meet on the first and third Friday of each month at 10 a.m.

Section 3. All standing committees will elect their own Chair.

Section 4. Special Committees. The Council may appoint special committees as needed. The Chairs of special committees will be appointed by the Chair of the Council. The Council will determine the process for appointing the members of special committees. Special committees will be dissolved upon completion of their assignments.

Section 5. The Chair of each standing committee will ensure that a record of the activities of the committee is maintained, and will report to the Council as needed, but no less frequently than once per academic year. The assignments of special committees will include recording and reporting guidelines.

ARTICLE VII

Referenda and Appeals

The Faculty may appeal a decision of the Council or submit an issue for a referendum. Within ten working days after receipt of a petition signed by at least fifteen percent of the Faculty the Council will put the issue to the vote of the Faculty. The ballot will contain the text of the appeal or referendum as it appears on the petition and may contain a statement by the Council or Administration as well.

ARTICLE VIII

Elections

Section 1. Elections. All College-wide elections will be conducted and overseen by the Chair and Vice Chair of the Council and staff from the office of the College.

Section 2. Committee Elections. Election guidelines for each standing committee are described in Article VI, Section 2 above.

Section 3. Election of the Council.

- a. A Department will have no more than two Faculty members on the Council.
- b. Departmental Representatives. During the first week of April, the Dean's office will ask each Department to identify one member of their Faculty to serve as Departmental Representative on the Academic Council for the following academic year. Faculty currently serving as Department Chairs are not eligible to serve as Departmental Representatives. The names of the new Departmental Representatives will be transmitted to the Dean's Office by the Departments by May 1, and then subsequently forwarded to the current Council.
- c. College-wide Representatives. The three (3) College-wide Representatives of the Council will be elected by the Faculty of the College during the month of April. During the first week of April each member of the Faculty will be sent a "Call for Nominations" notice on which he/she may nominate him/herself or a colleague who is willing to serve a two-year term if elected. The "Call for Nominations" will identify those Departments that do not currently have a Faculty member serving as a College-wide Representative, and whose Faculty are therefore eligible to be nominated. Faculty currently serving as Department Chairs are not eligible to serve as College-wide Representatives. Nominations will be closed ten working days after the announcement and ballots will be sent to the voting Faculty of the College within one week. The election will end ten working days thereafter.
- d. Department Chair Representative. One (1) Department Chair will be elected from among the Departments of the College that do not currently have a College-wide Representative

on the Council. They will be elected by the Chairs of the Departments of the College at the first Chairs' Meeting/Retreat in the Fall; the Dean's office will then forward the name to the Council no later than September 1. The Department Chair Representative will serve for the current academic year.

- e. Staff Representative. During the first week of April, if necessary, each member of the Staff will be sent a "Call for Nominations" notice on which he/she may nominate him/herself or a Staff colleague who is willing to serve a two-year term if elected. Nominations will be closed ten working days after the announcement and ballots will be sent to the Staff of the College within one week. The election will end ten working days thereafter.
- f. Student Representatives. During the first week of April, the Council will request from ASI the names of one NSM undergraduate student and one NSM graduate student to serve on the Council for the upcoming academic year. If names are not furnished by May 1, the Council will make recommendations to ASI of students who are willing and able to serve.
- g. Vacancies. Vacancies of Departmental Representatives on the Council will be filled by the Departments involved. Whenever a vacancy of one of the College-wide Representatives on the Council occurs, an election process will commence immediately and will follow the same procedure as laid out in Article VIII, Section 3c above. The winner of that election will serve out the remainder of the term for the seat that was vacated. Vacancy of the Department Chair Representative will be filled by the Department Chairs in accordance with the guidelines above. Whenever a vacancy of the Staff Representative on the Council occurs, an election process will commence immediately and will follow the same procedure as laid out in Article VIII, Section 3e above. The winner of that election will serve out the remainder of the term for the seat that was vacated. Whenever the Council is notified that a Student Representative is no longer able to serve on the Council, the Council will work with ASI to find a replacement as soon as possible.

ARTICLE IX

Interdisciplinary Academic Programs

If faculty from multiple Departments construct interdisciplinary major or minor degree programs through the processes of the College and the University, these faculty may request that the program be formally considered an Interdisciplinary Academic Program as provided for in Article 1.3.4 of the Constitution of the College. Such Interdisciplinary Programs are overseen by faculty committees that are appointed by the Dean with the advice of the Council and are to be represented by a coordinator chosen by that faculty committee. If resources are to be allocated directly to such programs, they are to be included in the budget processes of the College as if they were Departments.

ARTICLE X

Auxiliary Programs and Centers

Programs and Centers important to the missions of the College but not directly related to particular degree programs or Departments may be established as provided by Section 1.3.5 of the Constitution of the College. They are to be overseen by faculty committees appointed by the Dean with the advice of the Academic Council. If resources are to be allocated directly to such a Program or Center, the procedures for so doing will be determined by the Dean with the advice of the Council.

ARTICLE XI

College Policies and Procedures

In addition to the Constitution, Bylaws, and internal policies and procedures of the Council or its committees, the College will also develop a body of College policies and procedures. Such policies and procedures will be proposed by a majority vote of the Council and submitted in writing to the Dean for review. If within 10 working days the Dean has not objected in writing, the proposed will become an official policy or procedure of the College. All policies and procedures that are enacted will be forwarded to Departments, and the official College records will be maintained in the office of the Dean and in a publicly accessible electronic repository.

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