

**INSTRUMENT OF GOVERNANCE
COLLEGE OF ARTS AND SCIENCES
THE UNIVERSITY OF NORTH CAROLINA AT GREENSBORO**

ARTICLE I: STATEMENT OF AUTHORITY

Section 1. The faculty of the College of Arts and Sciences (the Faculty) accepts this Instrument of Governance.

Section 2. The Dean is the administrative head of the College of Arts and Sciences (the College). The authority of the Dean derives from the Office of the Chancellor of the University. While the Dean may delegate duties to various administrators and faculty members, to committees of the College and its departments, the Dean has the authority and responsibility for the actions of the College, except where explicitly stated otherwise in University regulations.

ARTICLE II: PURPOSE

The purpose of the Instrument of Governance is to codify the appropriate structures through which faculty initiate and participate in the academic affairs of the College and in those administrative affairs that affect the College.

ARTICLE III: BASIC STRUCTURE

Section 1. The College Assembly. The College Assembly (Assembly) shall be the main body of faculty governance in the College.

- A. Responsibilities. The responsibilities of the Assembly shall be:
1. To approve the structure of the required curriculum of the College;
 2. To respond to recommendations of the Dean, and College committees;
 3. To advocate policies that reflect faculty concerns;
 4. To adopt and amend the College Instrument of Governance.
- B. Membership. The voting membership of the Assembly shall consist of Faculty members with full-time appointments of at least one year within the College in the ranks of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, Senior Lecturer, Academic Professional, and Senior Academic Professional.
- C. Officers. The officers of the Assembly (a Chair-Elect, a Chair and a Past Chair) shall constitute the College Executive Committee (CEC) and consist of three tenured

faculty members elected at large by the voting membership of the Assembly to serve staggered three-year terms, with no additional consecutive term. In a three-year term, a member shall serve as Chair-Elect in the first year, as Chair in the second year and as Past Chair in the third year.

1. The Chair of the Assembly shall preside over the Assembly. In the absence of the Chair, the Chair-Elect shall preside. The Chair-Elect shall make a record of all formal actions of the Assembly and shall distribute copies to each Department of the College. If the Chair-Elect is the Presiding Officer, the Chair-Elect shall appoint an acting secretary.
2. The Past Chair shall be an advisor to the Chair and Chair-Elect.
3. Before the end of the Spring term, the Chair shall appoint a Parliamentarian for the next academic year. The Parliamentarian shall advise the Presiding Officer of procedures and rules at Assembly meetings.

D. Meetings and Procedures. Assembly meetings shall be conducted according to *Robert's Rules of Order*.

1. The Assembly shall normally hold at least one regular meeting each semester. The Fall meeting shall occur during October, and the Spring meeting shall occur in April (by the end of the third week of the month). The College Executive Committee in consultation with the Dean shall determine the time and place of meetings.
2. Special meetings may be called at the discretion of the CEC or Dean, or by a written request to the Presiding Officer or Dean from any ten, or more, voting members of the Assembly. The same rules that govern agenda, notification, and quorum for regular meetings shall apply to special meetings.
3. The CEC, after consultation with the Dean, may choose to substitute electronic meetings in place of the face-to-face meetings described above. Any electronic meetings will be held on a secure internet site. Electronic discussion of agenda items will last no more than ten (10) days and will, if appropriate, terminate in an electronic vote. Submission of agenda items will follow the rules designated for normal Assembly meetings. All meetings and voting will be conducted in accordance with the provisions of the N.C. Open Meetings Act.
4. The Chair of the CEC in consultation with the Dean shall prepare an agenda to be distributed not less than five working days prior to each scheduled Assembly meeting. Proposals introduced from the floor with no prior circulation to members of the Assembly may be discussed but may not be acted upon until the next Assembly meeting.
5. Members present or voting electronically shall constitute a quorum of the Assembly. There shall be no proxy voting.

6. Electronic discussion will be done through a secure site, and all postings must be electronically signed.
7. Members may suggest agenda items to the Chair of the CEC and/or the Dean in writing at least 10 days prior to a scheduled Assembly. These items may or may not be included, at the discretion of the CEC Chair in consultation with the Dean. Items supported by the signatures of 10 or more members shall be included on the agenda.
8. Faculty members not present at a face-to-face meeting in which motions were voted on may cast an absentee ballot on these motions. Absentee voting is reserved for faculty members not present at the face-to-face meeting, and is limited to final motions, not to amendments. Final motions that were approved during a face-to-face meeting will be posted electronically after the meeting. Those not present at the meeting may submit their absentee ballot within four (4) business days following the posting of motions either electronically or via a paper ballot available from the Office of the Dean.

E. Gallery Privileges. The Presiding Officer of the meeting may extend speaking privileges to non-members at Assembly meetings.

Section 2. Departments of the College. The departments are the main structural units of the College.

- A. Each department shall establish a governance structure in accordance with the provisions of the Code of the University of North Carolina, the Regulations on Academic Freedom, Tenure and Due Process, the University of North Carolina at Greensboro Instrument of Governance, and this Instrument of Governance.
- B. Departments shall be created and Department Heads shall be appointed, serve, and have responsibilities, according to applicable University guidelines.

Section 3. Interdisciplinary Programs, Institutes, and Centers. The Dean may establish interdisciplinary programs, institutes, and centers in consultation with the appropriate academic and administrative bodies and through established administrative procedures.

Section 4. Organizational Structure. The organizational structure of the College is available on the College web site.

ARTICLE IV: COMMITTEES OF THE ASSEMBLY

Section 1. Standing Committees: Executive Committee

- A. The College Executive Committee (CEC) shall consist of the elected officers of the Assembly [see III, 1, C, 1].
- B. The CEC shall encourage all departments to nominate candidates for elections and shall prepare election materials, count ballots and report the results of all College elections.
- C. The CEC in consultation with the Dean shall designate the appointed members of the committees of the Assembly. The CEC in consultation with the Dean shall also appoint faculty for new committees. The Committee shall review vacancies on existing committees and appoint faculty to fill those vacancies (except as stated in V, 6, F, 3).
- D. In making appointments, the CEC shall consult records of past committee membership. It shall seek to achieve, where appropriate, continuity and balance in such matters as departmental representation, race, gender, rank, tenure status, sizes of departments, and diversity of interests in the College.
- E. If a vacancy arises on the College Executive Committee in the position of Past Chair, the Dean may appoint a replacement to fill the unexpired portion of the term. If a vacancy arises in the position of Chair or Chair-Elect, new faculty elections shall be held to fill the unexpired portion of the term.

Section 2. Standing Committees: Curriculum & Teaching Committee

- A. The Curriculum & Teaching Committee shall act on all curricular matters requiring unit-level approval and other matters as relevant to the Committee's charge, as necessary, including requests for substitutions of College graduation requirements.
- B. The Committee shall make recommendations on programmatic matters, such as:
 - 1. College requirements for baccalaureate and graduate degrees;
 - 2. The initiation and termination of degree programs in the College, both graduate and undergraduate
- C. The Committee shall promote the enhancement of teaching within the College and, where appropriate, shall provide liaisons to University bodies concerned with teaching and curriculum. The Committee annually selects the recipients of College teaching awards for faculty and graduate teaching assistants.
- D. The Committee shall consist of nine faculty members. Six of the faculty members shall be elected at large by the Assembly to serve staggered two-year terms. Faculty may serve two consecutive elected terms. Three of the faculty members shall be appointed by the Executive Committee in consultation with the Dean to serve one-year terms. Faculty may serve two consecutive appointed terms.

- E. An Associate Dean of the College and the Chair-Elect of the CEC shall be non-voting, *ex officio* members.
- F. The Committee shall elect a chair who shall convene the Committee, preside at meetings and serve as spokesperson. The Committee shall elect a secretary to record the minutes.
- G. The Committee shall meet regularly during the academic year.
- H. Curriculum and Teaching Committee meetings shall be open to non-members. The Chair may grant speaking privileges to members of the gallery at any meeting.

Section 3. Standing Committees: Budget and Planning Committee

- A. The Budget and Planning Committee shall be an advisory committee to the Dean on matters related to planning and the allocation of resources within the College.
- B. Where appropriate, the Committee shall also maintain contact with other University bodies concerned with matters related to budget and planning.
- C. The Committee shall consist of six tenured faculty members. Four members shall be elected at large by the Assembly to serve staggered two-year terms. Faculty may serve two consecutive elected terms. Two members shall be appointed by the Executive Committee in consultation with the Dean to serve one-year terms. Faculty may serve two consecutive appointed terms. Department Heads and Program Chairs shall not be eligible to serve on the Committee.
- D. The Dean shall be a member *ex officio* and shall be the Chair of the Committee. The Chair of the Executive Committee shall be a member *ex officio*. The Chair of the Staff Council, or her/his designate, shall be a member *ex officio*.
- E. The Committee shall meet regularly during the academic year.

Section 4. Standing Committees: Promotion and Tenure Committee

- A. The Promotion and Tenure Committee shall make recommendations to the Dean on individual cases brought before the College for review.
- B. The Committee shall consist of nine tenured faculty members. A minimum of four members shall be Professors. Six members of the Committee shall be elected at large from the tenured faculty of the College to serve two-year terms. Faculty may serve two consecutive elected terms. The College Executive Committee, in consultation with the Dean, shall annually appoint three tenured members of the College faculty to serve one-year terms. Faculty may serve two consecutive appointed terms.

- C. Neither department heads nor individuals being recommended for promotion in a given year are eligible for membership on the Committee.
- D. Members of the Committee may not participate in the consideration of or vote on proposed personnel issues involving members of their own department.
- E. The Committee shall elect a chair who shall convene the Committee, preside at meetings, and serve as spokesperson.

Section 5. Standing Committees: Diversity Committee

- A. The Diversity Committee shall be an advisory committee to the Dean on all matters related to the diversity of faculty, staff, and students within the College of Arts & Sciences.
- B. The Committee shall consist of consist of six faculty members, one staff member and one student member. Four faculty members shall be elected at large by Assembly to serve staggered two-year terms. Faculty may serve two consecutive terms. Two faculty members shall be appointed by the Executive Committee in consultation with the Dean to serve one-year terms. One staff member will be appointed by the College of Arts & Sciences Staff Council in consultation with the Dean to serve a one-year term. One student will be appointed by the Dean to serve a one-year term. Faculty and staff may serve two consecutive appointed terms.
- C. An Associate Dean of the College shall be a member *ex officio*. The Associate Dean will work with a chair elected by the committee to set meeting agendas. The Chair of the Diversity Committee shall convene the Committee, preside at meetings and serve as a spokesperson.
- D. The committee shall meet regularly during the academic year.

Section 6. Election Rules

- A. Annual elections shall be conducted in the fall semester preceding the beginning of the terms of membership. All nominating and voting will take place electronically through a secure site that has appropriate verification mechanisms. Exceptions to electronic voting can be made by the Dean in consultation with the College Executive Committee.
- B. The candidate(s) receiving the most votes shall be elected to the position(s) available. The method of voting shall be approval voting. Approval voting is defined as a system by which voters are allowed to cast votes for any and all candidates of whom they approve.

- C. All members of the College Assembly (except as specified in F, 1 below) shall be eligible to vote.
- D. To be eligible to serve on the College Executive Committee, the Curriculum & Teaching Committee, the Budget & Planning Committee, the Promotion & Tenure Committee or the Diversity Committee, a faculty member must have completed at least one academic year of full-time service at UNCG. In addition, membership on the Executive Committee, the Budget & Planning Committee and the Promotion & Tenure Committee is open only to tenured faculty members.
- E. Nominations for elections to the College Executive Committee, the Curriculum & Teaching Committee, the Budget & Planning Committee, the Promotion & Tenure Committee, and the Diversity Committee must be accompanied by the nominee's signature indicating a willingness to serve if elected and must have the written support of three (3) voters.
- F. With particular regard to the elections for the Promotion & Tenure Committee, the following considerations shall also apply:
 - 1. Only tenured and tenure-track faculty in the College may nominate and vote in the faculty election.
 - 2. The annual appointment of three members by the CEC shall occur following tabulation of the results of the faculty election.
 - 3. The CEC shall appoint members of the College faculty to fill vacancies when they arise.
 - 4. Through its appointment process, the CEC shall consider appropriate representation of both academic rank and disciplines on the Committee.
- G. No department, at any given time, shall have more than one member elected or appointed to any particular one of the following five committees: College Executive Committee, Curriculum & Teaching Committee, Budget & Planning Committee, Promotion & Tenure Committee and Diversity Committee.
- H. No individual shall be elected or appointed to serve simultaneously as a voting member on more than one of the following five committees: College Executive Committee, Curriculum & Teaching Committee, Budget & Planning Committee, Promotion & Tenure Committee, and Diversity Committee.

ARTICLE V: AMENDMENTS

This Instrument of Governance may be amended by the following procedures:

- A. Any member of the Faculty may submit proposed amendments to the CEC.
- B. The CEC may submit to the Faculty any amendment proposed by an individual. The Committee must submit for consideration by the Faculty an amendment endorsed with the signatures of ten full-time faculty members.
- C. The CEC must submit proposed amendments in writing to the Faculty not less than 30 days nor more than 60 days prior to the College Assembly meeting at which they are to be considered.
- D. A quorum of 25 members of the Assembly and a 2/3 majority of eligible voters present and voting shall be required for adoption of any amendment to the Instrument of Governance. There shall be no proxy or absentee voting.
- E. Amendments shall become effective at the beginning of the next academic year.

ARTICLE VI: RELATION TO OTHER COLLEGE DOCUMENTS

From time to time the College creates or amends policies or procedures that are described in documents separate from this Instrument of Governance. Normally, such policies or procedures are approved or amended by a majority vote of the College Assembly or the Administrative Council, as determined by the Dean. All such policies and procedures derive their authority from the Instrument of Governance and have the same force as if they were incorporated into it.