

*Approved by the College Assembly October 27, 2003
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April 6, 2017; March 22, 2021*

**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 and programs, 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.
4. The Chair-Elect shall:
 - a. Be an *ex-officio* member of the Senate Elections and Appointments Committee;
 - b. Notify the Chair of the Senate of the deadline for reporting the number of senators as established in Section IV.7.Q of this document;
 - c. If this number is less than 16 then the Chair-Elect shall notify the department and/or program heads/chairs of the smallest constituencies that they have 30 days to recombine in accordance with Section IV.7.Q.b.

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 and programs are the main structural units of the College. (In this document, the term “department” shall refer to “department and/or program”.)

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 website.

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 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.
- 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 a representative from CASA 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 their 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. Department Heads, Program Chairs, and individuals being recommended for promotion in a given year are not 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 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-College Committees

- A. Annual elections shall be conducted in the spring semester preceding the beginning of the terms of membership to the College Executive Committee, the Curriculum & Teaching Committee, the Budget & Planning Committee, the Promotion & Tenure Committee, and the Diversity Committee. All nominations 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 accepted by the nominee indicating a willingness to serve if elected and must have the written support of the nominator.
- 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 or program, 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.

Section 7.

Election Rules-Faculty Senate

- I. The General Faculty of the College will be divided into voting constituencies. Each constituency will elect one Senator according to the rules and regulations below.
- J. The Senator-Alternates shall be elected according to the rules and regulations below.
- K. The normal term for each Senator and Alternate shall be three years beginning July 1 and ending on June 30. However, in order to comply with Sections II.B.3.e, II.B.4, and II.B.5 of the Constitution of the General Faculty, the terms of some seats may be reduced at the time of election. When deciding which seats should be given shorter terms, the general principle shall be that seats from constituencies composed of more than one department will be given shorter terms, except for those constituencies that request an exception.
- L. The number of Senators will determine the number of voting constituencies. Voting constituencies will be composed of one or more departments of the College according to the following rules:
 - a. The voting constituencies will be re-examined if any department requests to be reassigned or every six years, whichever is most frequent.
 - b. All faculty from a given constituency can vote for their senatorial candidates.
 - c. Constituencies composed of two or more departments will alternate representation each election cycle.
 - d. Any given department will be allowed to nominate candidates when all other departments in its constituency have had a term of service, or if they request an exception to skip their turn.

e. A voting constituency may follow different protocols if they have majority support within each of the departments that compose the voting constituency.

M. The current 16 voting constituencies are as follows:

- a. African American and African Diaspora Studies **together with** Women's, Gender, and Sexuality Studies
- b. Anthropology **together with** Geography/Environment/Sustain
- c. Bachelor of Arts in Liberal Studies **together with** Philosophy
- d. Biology
- e. Chemistry & Biochemistry
- f. Classical Studies **together with** Religious Studies
- g. Communication Studies
- h. Computer Science **together with** Physics and Astronomy
- i. English
- j. History
- k. Interior Architecture **together with** Media Studies
- l. Languages, Literatures, & Cultures
- m. Mathematics & Statistics
- n. Political Science
- o. Psychology
- p. Sociology

N. Eligibility (both Senator and Alternate): The General Faculty Constitution, Article II.1.2, provides that, in order to be eligible as a candidate for either Senator or Alternate, voting members of the General Faculty must “hold no administrative position higher than department head or chair” and may be elected only “during their second or later year of employment,” so that they would begin their terms in the Senate in the fall of their third year. This restriction applies to both non-tenure-track and tenured/tenure-track faculty. Constituencies may use their own internal procedure to elect either a tenured/tenure-track faculty member or a full-time non-tenure-track faculty member, who have been in service for one full year before their tenure begins.

O. Expectations of each Senator: All Senators are expected to perform the following duties to the best of their ability:

- a. Attend all meetings of the Senate, meetings of Senate committees of which they are members, and all Senate forums, and inform their eligible Alternates when unable to attend;
- b. Adhere to the rules of order for the Constitution and the Senate;
- c. Participate fully on those committees to which they are appointed;
- d. Solicit regularly the advice and opinions of their constituents regarding Senate issues;

- e. Ensure that their constituents are advised and informed on issues and upcoming Senate votes;
- f. Report their votes to their constituents.
 - P. Expectations of each Alternate: All Alternates are expected to perform the following duties to the best of their ability:
 - a. Attend the duties of the Senator for which they are acting as alternate;
 - b. Adhere to the rules of order for the Constitution and the Senate;
 - c. Report their votes, actions, and any other necessary information to the Senator for which they are acting as alternate.
 - Q. Number of Senators: At the beginning of each academic year, the ratio of the number of voting members of the Senate elected from the College to the number of total seats will be roughly the ratio of voting members of the General Faculty in the College to those in the University.¹ The Senate shall inform the College the exact number of Senators within 30 days of the beginning of fall semester.
 - a. Any senate seats above the number of 16 will be elected at-large.
 - b. If the College has less than 16 senate seats, then the smallest voting constituencies (as determined by the number of voting members) shall be dissolved. In this case, the departments and/or programs that comprise these one or more constituencies shall merge with other constituencies. This must be negotiated to and agreed upon by all departments and/or programs in question within 30 days of notice from the Senate. If no agreement is reached then all senate seats shall become vacant and at-large elections will take place.
 - R. Number of Alternates: There shall be at least two Senator Alternates elected at-large by the College faculty and at most one Alternate elected by each individual voting constituency. Each voting constituency may either elect an Alternate for its Senator or use an Alternate elected at-large by the College to substitute for its Senator when the Senator must be absent from Senate business. A voting constituency that elects its own Alternate shall use its own voting procedures to elect the Alternate and shall notify the Chair of the Assembly of the results within three days after the election of its Senator.
 - S. Timing: Nominations will take place at the beginning of the spring semester and elections will take place in the second half of the spring semester. Nominations and elections will take place electronically through a secure site that has appropriate verification mechanisms and will be conducted under the supervision of the CEC. Exceptions to

¹ The exact number shall be determined by the Senate according to The Constitution of the General Faculty II.B.3 (2019).

electronic voting can be made by the Dean in consultation with the CEC. The Chair of the CEC will announce the results of the elections both to the voting constituencies and to the Senate. The Chair-Elect will confirm that the nominees are viable.

- T. Election Results: The candidate for Senator receiving the most votes in their voting constituency shall be elected; the candidate for Alternate receiving the most votes shall be elected.

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.