

MEMORANDUM

TO: A&S Faculty

FROM: A&S Executive Committee

DATE: September 11, 2006

RE: Recommended change to the A&S Governance Document

Whereas, The A&S Governance Document was modified in 2001 to mandate Convocations of the entire Arts and Sciences faculty to handle most business of the School, and to call meetings of the Council only in special circumstances; and

Whereas, The Arts and Sciences Council has not been called to meet by the Executive Committee since February 2002; and

Whereas, The Nominations and Elections Committee must annually undertake apportionment of seats on Council to departments, and departments must annually elect Council members, and yet Council does not normally meet; and

Whereas, A survey of the faculty conducted in the 2005-06 academic year indicated that those responding would prefer to continue to conduct most school business at meetings of the whole faculty, but still see a need to retain the Council; and

Whereas, It is possible to retain the Council, but not to elect members unless the Council is called to meet;

Be it resolved that, The proposed changes to the procedures for electing members of the A&S Council be implemented in the A&S Governance Document.

Approving

E. Blakemore
L. DeFonso
C. Erickson
B. Kingsbury
D. Linn
N. Virtue

Not Approving

Absent

M. Lipman

6.0 FACULTY MEETINGS

6.1 Types

- 6.1.1 Convocations. At least once a semester the Executive Committee will schedule a convocation of the Arts and Sciences faculty at a time designated by the Dean as a "free period" when the Fort Wayne [Faculty] Senate is not in session. Written notice of the meeting, along with its agenda, shall be circulated to the Faculty at least one week prior to the meeting. The Executive Committee must also convene the Faculty in formal Convocation for the conduct of business when petitioned by at least ten percent of the members of the Voting Faculty. At any Faculty Convocation, any item may be brought up for discussion, and the Arts and Sciences Council and the Dean may be petitioned for action by the convened Voting Faculty; however, actions by the Faculty in Convocation are limited to items specified in the agenda with the exception of a motion to convene a meeting of the A&S Council.

Convocations shall be scheduled for a time designated by the Dean as a "free period," and when the university is in session, and when the Fort Wayne [Faculty] Senate and the Arts and Sciences Council are not in session.

If a convocation is called in response to a Faculty petition, it shall be scheduled at the first practicable time, unless a later time is specified in the petition.

A simple majority of the Voting Faculty shall form a quorum for a Convocation. In the absence of a quorum, the Faculty may perform activities specified in the rules of order for such circumstances, as well as conduct business limited to discussion and emendation of questions to be acted upon at subsequent Convocations or submitted for action to the Arts and Sciences Council. In the absence of a quorum, the Faculty in Convocation may not submit questions by mail ballot to the Voting Faculty, but may petition the Arts and Sciences Council to do so.

- 6.1.2 Assemblies. Faculty Assemblies may be called by the Dean, by the Presiding Officer, or by the Executive Committee. Assemblies may be called and presided over by the Dean for the purpose of transmitting information to the Faculty. Assemblies may be called by the Executive Committee or the Presiding Officer for the purpose of providing a broad and open forum for the discussion of matters that affect the Faculty. The Presiding Officer will preside at Assemblies called by the Executive Committee or the Presiding Officer.

No business may be conducted at an Assembly.

8.0 ~~GOVERNING BODY~~: THE ARTS AND SCIENCES COUNCIL

The Arts and Sciences Council, if called, has the right to exercise the powers and responsibilities of the Voting Faculty. Its decisions in exercising these powers and responsibilities shall be final except under the circumstances specifically described below.

8.1 Membership

- 8.1.1 Ex officio members. The Dean of Arts and Sciences, the Presiding Officer and the Deputy Presiding Officer shall hold membership on the Council.
- 8.1.2 Elected members.
- 8.1.2.1 Election Procedure: Council members shall be elected at such time that the Executive Committee determines that the Council is to meet. See Section 8.2.1.**
- ~~8.1.2.12~~ Eligibility. Any member of the Voting Faculty is eligible for election to the Council.
- ~~8.1.2.23~~ Term. The term of office for elected members of the Council is ~~three~~ **two** years,; ~~beginning at the start of the fall semester following election. At the time of initial elections, one-third of the members will be assigned by lot to one-year terms, one-third to two-year terms, and the remainder to three-year terms.~~
- 8.1.2.34 Allocation of seats. One Arts and Sciences Council member shall be allocated to each department for each group of six Voting Faculty or portion thereof in the department (e.g.,one member for up to six Voting Faculty, two members for 7 to 12 Voting Faculty, three members for 13 to 18 Voting Faculty).
- 8.1.2.45 Apportionment. ~~Apportionment for the following academic year shall be made known to departments by the Secretary by March 1.~~ **In the event that the Executive Committee determines that Council shall meet, the apportionment of Council seats to departments shall be undertaken immediately by the Nominations and Elections Committee, using the list of voting faculty which is in effect on the first day of Fall semester for a Fall semester election, or the list of voting faculty which is in effect on the first day of Spring semester for a Spring semester election.** Methods of nomination and election, and of filling seats vacated before the end of a term, shall be determined and implemented by the Voting Faculty of the departments according to methods consistent with generally accepted principles of democratic representation. The names of newly elected members shall be made known to the Secretary ~~by March 15~~ **within one month of the date when the Executive Committee made a decision to call a meeting of the Council.**
- 8.2 Meetings
- 8.2.1 Meetings of the Council. On its own initiative the Executive Committee may schedule a meeting of the Council at a time designated by the Dean as a “free period” when the Fort Wayne [Faculty] Senate is not in session. The Executive Committee must also call a meeting of the Council when petitioned by at least ten percent of the members of the Voting Faculty, or by a simple majority of the Voting Faculty at a Convocation of the faculty following a motion to convene a meeting of the Council. Written notice of the meeting, along with its agenda, shall be circulated to the Faculty at least one week prior to the meeting, and only those items listed on the agenda distributed with the meeting notice may be considered for action.