

## BY-LAWS OF THE FACULTY

Adopted May 2006

Amended 12/05/07, 5/16/08, 3/25/09, 5/16/14, 5/17/19, 9/14/22, 12/07/22, and 01/25/23

### I. Authority of the Faculty

- A. The authority of the Faculty includes the authority over all academic matters, and the authority to determine how the business of the Faculty shall be conducted.
- B. All authority of the Faculty ultimately resides in the Faculty as a body. All officers, committees, and representatives of the Faculty are responsible to the Faculty as a whole, and the Faculty as a whole retains the authority to determine the working relationship between the Faculty and its officers, committees, and representatives—including, but not limited to, the responsibilities of each committee with respect to reporting to the Faculty, consulting with the Faculty, and seeking approval from the Faculty for specific policy decisions and recommendations.
- C. The Faculty may exercise its authority to define that relationship either through changes to these by-laws or through standing or ad hoc decisions of the Faculty consistent with these by-laws.
- D. With respect to the Graduate School of Social Work and Social Research (GSSWSR), the Faculty's authority to grant fellowships and financial aid, rule upon requests for exceptions to the requirements for the degree made by individual students ("special cases"), admit students for graduate work, and impose penalties for academic failure or deficiencies including (subject to the review by the President as provided for in Article V, Section 3 of the Plan of Governance) separation or exclusion from the College, is hereby delegated to the members of the Faculty affiliated with GSSWSR, to be exercised by the majority vote of, or according to other procedures established by the majority vote of, those members of the Faculty.

### II. Definitions

As used in these by-laws, the term

- A. "Faculty" (when capitalized and used without modification) refers to the whole body of the Faculty;
- B. "Active member" refers to a member of the Faculty not on leave;
- C. "Officers of Instruction" refers to persons who, during the present academic term have (or, during breaks between terms, have been assigned for the following term) responsibility for

teaching at least one course for College credit, including ultimate responsibility for the content of the course and the assignment of grades for that course;

D. "Includes" means "including, but not limited to".

### III. Principles

As members of a collegial and democratic community, the Faculty commits itself to the following principles:

- \$ We have the responsibility to treat each other with due respect for opposing views.
- % While recognizing the inevitability of disagreements, we have the responsibility to try to arrive at solutions that are in the best interest of the College, that take seriously opposing views, and that attempt, as far as possible, to forge a consensus, or, when that is not possible, to reduce, to the extent that we can, the area of disagreement. This responsibility applies equally when we find ourselves as members, on a particular question, of a majority or minority view. As members of a majority, we have a responsibility to try to find solutions that accommodate, as far as possible, reasonable concerns, while as members of a minority we have a responsibility to honor a decision with which we might disagree when the majority has made a good-faith effort to understand and accommodate our concerns.
- & Representatives of the Faculty have the responsibility to recognize that their authority is exercised on behalf of their colleagues and to act accordingly. While representatives are entitled and expected to exercise their own judgment within the scope of their responsibilities and authority as otherwise outlined in these by-laws, the responsibility to act on behalf of colleagues means that decisions should in most case be responsive to the views of members of the community and the concerns of those who will be affected by their decisions. While there are exceptions to this principle that are necessary for certain committees to carry out the responsibilities that they have been assigned (such as personnel reviews), the exceptions should be construed narrowly.
- ' The Faculty recognizes that confidentiality is necessary for discussions and decisions involving individual personnel matters or in which the professional merits of particular individuals is discussed. For such matters, the Faculty re-affirms the absolute obligation of members of the Faculty to protect the confidentiality of the decision-making process. In circumstances in which, with respect to such matters, the precise responsibilities of confidentiality are open to reasonable differences of judgment, members of the Faculty have the responsibility to consult their committees, or if this is not practicable the committee chair, or if this is not practicable the Chair of the Faculty, to determine the appropriate standard. If questions arise for the Chair of the Faculty, the Advisory Council may be consulted.
- ( The Faculty further recognizes that confidentiality may be appropriate in other circumstances, such as where it is necessary to promote the candid exchange of views. However, when maintaining confidentiality has the effect of preventing representatives of

the Faculty from fulfilling their obligations to consult with the Faculty, it is the policy of the Faculty that the scope for confidentiality should be narrowly construed. It is the individual responsibility of representatives of the Faculty to apply these principles to particular circumstances and the right of the Faculty to ask for an accounting of how its representatives are applying those principles and to discuss the application of those principles. In making a judgment as to the proper scope of confidentiality, representatives of the Faculty may consult with members of their committees, with the Chair of the Faculty,

### C. Procedure

The procedures in meetings of the Faculty shall, unless waived by a two-thirds majority of the members of the Faculty present and voting, or except insofar as they conflict with these by-laws, be governed by Robert's Rules of Order.

### D. Order of Business

The regular order of business at regular meetings of the Faculty shall proceed as follows: correction and approval of the Minutes; report from the Chair (including a report in the Chair's capacity as representative to the Board of Trustees, in which the other representatives to the Board shall be invited to participate); communications from the President; communications from the Provost; general question period; reports from the standing committees; reports from special committees; business from the Minutes; other new business, including elections. During the general question period, members of the Faculty may address questions to any member of the Senior Administration in attendance, the Chair of the Faculty, the chairs of committees of the Faculty, or other representative of the faculty. The order of business may be modified by the Chair of the Faculty.

### E. Motions

At the request of the Chair, a motion or an amendment shall be presented in writing.

### F. Minutes and Policies

1. Unless the taking of minutes is waived by a two-thirds majority, the Chair of the Faculty shall ensure that an accurate record of all actions is taken at meetings of the Faculty. The Faculty shall, through the Faculty Chair, report all of its important actions and decisions in writing to the Board reasonably promptly after any such action or decision is taken or made.
2. The Chair of the Faculty shall ensure that all policies adopted by the Faculty are enrolled, indicating their date of passage, into a compendium, entitled "Policies of the Faculty," which shall not be part of these by-laws, but which shall be appended to them, or posted online in a location easily accessible by members of the Faculty, and indicated on the same site where the By-laws are posted.
3. The Chair of the Faculty shall ensure that all curricular rules and degree requirements adopted by the Faculty are enrolled, indicating their date of passage, into a compendium, entitled "Curricular Rules of the Faculty," which shall not be part of these by-laws, but which shall be appended to them, or posted online in a location easily accessible by members of the Faculty, and indicated on the same site where the By-laws are posted.



7. If disagreements arise concerning the meaning of the Bylaws, the Chair will ask the Parliamentarian for an opinion, which should be issued in writing if there is sufficient notice, or verbally if there is not. If the dispute concerns a matter that has arisen or is expected to arise at a Faculty meeting, the Parliamentarian may be asked briefly to discuss the opinion at the appropriate Faculty meeting. If there is a disagreement over the opinion issued by the Parliamentarian, the procedures outlined in the preceding section shall be used, unless determined by the Chair to be wholly impracticable (which decisions shall be subject to a contrary motion), in which case the Chair shall put the matter to a majority vote of the Faculty.
8. No important measure shall, except by unanimous consent, be put to a final vote at the meeting at which it is first proposed. The decision that a measure is important enough to require a second vote at a subsequent meeting may be made by the Chair, or by an affirmative vote, on a motion duly made and seconded, of one quarter of the members present and voting. If the Chair judges that a measure is not sufficiently important to require a second vote, s/he shall offer the opportunity for members of the Faculty to offer a motion designating the measure as sufficiently important to require a second vote.

## VI. Officers and Committees

### A. General Provisions

1. Whenever possible, new business which requires committee action shall be referred to standing committees. Special committees shall be established only when an appropriate standing committee does not exist.
2. Committees shall have the authority to determine the procedures for conducting their business. Unless otherwise determined by a majority of active members, such authority will be exercised by the chair of the committee.
3. In accordance with Article III., Section 3(g) of the Plan of Governance and with the Faculty's general authority, each Committee shall obtain from members of the Administration, and from departments, whatever information it determines to be necessary for it to discharge its responsibilities. Committees may also request information from members of the Faculty.
4. Committees shall have the authority, with the approval of a majority of active members, to establish sub-committees or appoint consultants to the committee from any member of the Faculty. Any such sub-committees or consultants will be responsible to the committees that appointed them. Committees may invite other persons to attend meetings of the committee.
5. Committees and other representatives of the Faculty have the responsibility to keep the Faculty informed of the work of the committee or bodies to which Faculty representatives have been elected. Every committee shall annually submit to the Chair of the Faculty a short written report on the activities of the committee for the year. The Chair will post the







committees of the Faculty, and providing opportunities for other members of the Faculty to submit items for the agenda;

iii. working with the Provost's office to establish a list of voting members of the Faculty and informing members of the Faculty of their voting status;

iv. ensuring the p



## E. Committee on Academic Priorities.

The Faculty hereby establishes the Committee on Academic Priorities.

### 1. Membership and Conduct of Business

- a) The Faculty shall elect six members, all of whom shall have tenure, to serve on the committee, in accordance with the procedures of Article VII. B. of these by-laws. In nominating persons to serve on the committee, the Committee on Nominations shall consider, among other factors, the appropriateness of divisional distribution, but shall not be required to provide for any specific distribution by division. At any time, at least four elected members of the committee or their substitutes shall be active members of the Faculty. If the number of active elected members declines below four, substitutes shall be elected in the number necessary to raise the elected active committee membership to four. Where special circumstances make it appropriate, the Faculty may, in accordance with the procedures of Article VI. B. elect a number of substitutes that will increase the active, elected membership of the committee above four, but not greater than six.
- b) The term of membership shall be four years.
- c) All elected members of the committee shall have the right and responsibility to attend meetings of the committee. The committee may invite others, including the Provost, to attend meetings of the committee.
- d) No important committee decisions shall be made without a quorum of four elected members. The committee may with the approval of a majority of active members of the committee, establish sub-committees which will be responsible to the full committee.
- e) In accordance with Section A.4. of this Article, the committee shall establish such sub-committees and appoint such consultants from members of the Faculty as the committee shall determine to be appropriate.
- f) For provisions regarding selection of a chair, see Article VI.A.6(b).
- g) A member of the committee shall recuse her/himself from consideration of any matter on which the member might not be able to act objectively or that might reasonably cause the appearance of a conflict of interest. If in the opinion of at least half the committee (not including the member in question), a criterion for recusal has been met and the member declines to recuse him/herself, the member shall be excused from consideration of the relevant matter. If a member of the committee recuses herself or himself or is excused from consideration of a matter, the other members of the committee may appoint, from among the tenured members of the faculty, a substitute of the same or higher rank as the recusing member.
- h) In accordance with Section A.4. of this Article, the committee shall establish such sub-committees (which may include members of the Committee and/or other members of the

Faculty) and appoint such consultants from members of the Faculty as the committee

questions to the Advisory Council of the Faculty and shall report the resolution to the Faculty or relevant Faculties.

g) The committee shall meet, ordinarily at least once a semester, with Haverford's Strategic Curriculum and Personnel Committee to exchange information and to consult on matters of mutual concern.

h) The committee shall meet with the Committee on Appointments to discuss matters of overlapping jurisdiction or concern.

i) Each year the committee will choose representatives for the Board of Trustees, the College Budget Committee, and the Strategic Advisory Group from among active committee members.

#### F. Committee on Appointments

The Faculty hereby establishes the Committee on Appointments.

##### Membership and Conduct of Business

D The Faculty shall elect six members, all of whom shall have tenure, and at least four of whom shall be full professors, to serve on the committee, in accordance with the procedures of Article VII. B. of these by-laws. In nominating persons to serve on the committee, the Committee on Nominations shall consider, among other factors, the appropriateness of divisional distribution, but shall not be required to provide for any specific distribution by division. At any time, at least four members of the committee or their substitutes, and at least three of those who hold the rank of full professor shall be active members of the Faculty. If the number of active elected members declines below four, substitutes shall be elected in the number necessary to raise the elected active committee membership to four and the number of full professors to at least three. Where special circumstances make it appropriate, the Faculty may, by two-thirds majority, elect

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the appearance of a conflict of interest. If in the opinion of at least half the committee (not including the member in question), a criterion for recusal has been met and the member declines to recuse him/herself, the member shall be excused from consideration of the relevant matter. If a member of the committee recuses herself or himself or is excused from consideration of a matter, the other members of the committee may appoint, from among the tenured members of the faculty, a substitute of the same or higher rank as the recusing member.

f) For provisions regarding selection of a chair, see VI.A.6(b).

## 2. Jurisdiction and Responsibilities

Pursuant to the Faculty's authority over academic matters, the committee shall be responsible for:

a) familiarizing itself with the teaching, scholarly, service, and other professional academic work of the officers of instruction, and with the general academic and professional work of the College;

b) making recommendations to the President, on behalf of the Faculty, with regard to the initial appointments, promotion and reappointment of all ranked Faculty and the appointment and review of Continuing Non-Tenure-Track Faculty, and reviewing cause for removal of tenured Faculty in accordance with Article III, Section 9 of the Plan of Governance. In exercising these responsibilities, the committee shall not have the responsibility to consult with the Faculty as a whole, but will consult with members of the Faculty, with members of the relevant department(s), program(s) or other duly constituted body with supervisory responsibilities for the Faculty member under review. In accordance with policies 0.98 .7 (i).7 (j)3 (, pr)0.7,-118 (9t1.7 (i)-24pons)-1.8 ( of )TJ 10.98 0 0 10.98 a8

## G. Committee on Nominations

The Faculty hereby establishes the Committee on Nominations.

### 1. Membership and Conduct of Business

- a) ~~The Faculty shall elect five members, all of whom shall be returned to the committee, in accordance with the provisions of Article VII, Section C of these by-laws. In nominating persons to serve on the committee, those persons designated in Article VII. C to act as a nominating committee shall consider, among other factors, the appropriateness of divisional and rank distribution, but shall not be required to provide for any specific distribution by division or rank. At any time, at least three elected members of the committee or their substitutes shall be active members of the Faculty. If the number of active elected members declines below three, substitutes shall be elected in the number necessary to raise the elected active committee membership to three. Where special circumstances make it appropriate, the Faculty may, by two-thirds majority, elect a number of substitutes that will increase the active, elected membership of the committee above three, but not greater than five.~~  
The Faculty shall elect five members, all of whom shall be returned to the committee, in accordance with the provisions of Article VII, Section C of these by-laws. In nominating persons to serve on the committee, those persons designated in Article VII. C to act as a nominating committee shall consider, among other factors, the appropriateness of divisional and rank distribution, but shall not be required to provide for any specific distribution by division or rank. At any time, at least three elected members of the committee or their substitutes shall be active members of the Faculty. If the number of active elected members declines below three, substitutes shall be elected in the number necessary to raise the elected active committee membership to three. Where special circumstances make it appropriate, the Faculty may, by two-thirds majority, elect a number of substitutes that will increase the active, elected membership of the committee above three, but not greater than five.
- b) The term of membership shall be three years.
- c) All members of the committee shall have the right and responsibility to attend meetings of the committee.
- d) No important committee decisions shall be made without a quorum of three members.
- e) In accordance with Section A.4. of this Article, the committee shall establish such sub-committees (which may include members of the Committee and/or other members of the Faculty)





- b) The term of membership shall be three years.
- c) The Dean of the Undergraduate College and the Provost shall be ex officio members of the committee, but without a vote.
- d) Two students appointed by and from the student curriculum committee shall serve as members, but without a vote.
- e) All elected faculty members of the committee shall have the right and responsibility to attend meetings of the committee. The ex officio members of the committee will be invited to all meetings of the committee, except executive sessions. Except for executiv

b) The committee has general authority and responsibility to ensure the integrity, cohesion, and excellence of the curriculum of each of the departments and programs within the college.

c) The committee has responsibility for providing the Faculty chair with a complete and correct listing of the undergraduate curricular rules and for ensuring that this list is updated when changes are made.

d) As part of the committee's responsibility described in H.2.a.i. above, the committee shall work with CAP and the Provost to establish procedures for the committee's involvement in the process for external reviews and in the college's response to external reviews. In accordance with Article III, Section 3(g) of the Plan of Governance, the committee shall obtain from the Office of the Provost reports of outside reviews of departments or programs. The committee and its members will respect the need for

raise the elected active committee membership to four. Where special circumstances make it appropriate, the Faculty may elect a number of substitutes that will increase the active, elected membership of the committee above four, but not greater than six.

b) The term of membership shall be three years.

c) The Chief Information Officer shall be an ex officio member of the committee, but without a vote.

d) All elected members of the committee shall have the right and responsibility to attend meetings of the committee. The ex officio member of the committee will be invited to all meetings of the committee, except executive sessions.

e) No important committee decisions shall be made without a quorum of four elected members. The committee may, with the approval of a majority of active members of the committee, establish sub-committees which will be responsible to the full committee.

f) In accordance with Section A.4. of this Article, the committee shall establish such sub-committees (which may include members of the Committee and/or other members of the Faculty) and appoint such consultants from members of the Faculty as the committee shall determine to be appropriate.

g) For provisions regarding selection of a chair, see Article VI.A.6(a).

## 2. Jurisdiction and Responsibilities

a) The Faculty recognizes that decisions, practices, and policies concerning the library, information services, and computing, insofar as these have an impact on academic matters, fall within the jurisdiction of the Faculty; and insofar as they also involve budgetary allocations, staffing decisions, and other matters within the overlapping jurisdiction of the administration, require the development of constructive processes of shared governance. The Faculty hereby delegates to the committee the right and responsibility to represent the Faculty in these matters, subject to the requirements otherwise indicated in this section, Article VI.A.5, and these by-laws.

b) The committee's responsibilities under VI.A.5 shall be understood to include bringing to the Faculty all matters that might reasonably be expected to have an impact on the Faculty's use of the libraries, information services, and computing for any of their academic responsibilities, including teaching and research. The committee will, in addition, regularly consult with the Faculty to ascertain Faculty needs and priorities with respect to library, computing and informational services priorities, and will work with the CIO in the development of policies and budgetary priorities insofar as these are likely to affect academic matters, including teaching and research.

c) The committee shall have the responsibility of regularly and independently gathering information from the Faculty about the provision of library and information technology

services on campus insofar as they affect academic matters such as teaching and research.

d) When issues arise that are within the jurisdiction of other committees (for example, the Curriculum Committee, the Committee on Academic Priorities, or the Committee on Faculty Welfare), the committee will inform the appropriate committee as well as the Chair of the Faculty and the Advisory Committee, and may request from them, and from

h) For provisions regarding selection of a chair, see Article VI.A.6(a).

## 2. Jurisdiction and Responsibilities

Faculty) and appoint such consultants from members of the Faculty as the committee shall determine to be appropriate.

f) For provisions regarding selection of a chair, see Article VI.A.6(a).

## 2. Jurisdiction and Responsibilities

a) The committee shall have the responsibility to develop recommendations for addressing issues of concern to the Faculty regarding faculty welfare, and working with members of the administration to implement those recommendations.

b) The committee shall have the responsibility to establish methods of communication with the members of the Faculty to determine issues of concern regarding faculty welfare, including salaries, benefits, funding for research and professional development, and other conditions of professional life at, and in relation to, the College.

## L. Undergraduate Admissions Committee

The Faculty hereby establishes the Admissions Committee for the undergraduate college.

### 1. Membership and Conduct of Business

a) The Faculty shall elect five members to serve on the committee, in accordance with the provisions of Article VII, Section B of these by-laws. In nominating persons to serve on the committee, the Committee on Nominations shall consider, among other factors, the appropriateness of divisional and rank distribution, but shall not be required to provide for any specific distribution by division or rank. At any time, at least three elected members of the committee or their substitutes shall be active members of the Faculty. If the number of active elected members declines below three, substitutes shall be elected in the number necessary to raise the elected active committee membership to three. Where special circumstances make it appropriate, the Faculty may elect a number of substitutes that will increase the active, elected membership of the committee above three, but not greater than five.

b) The term of membership shall be three years.

c) The Dean of Admissions shall be an ex officio member of the committee, but without a vote.

d) All elected members of the committee shall have the right and responsibility to attend meetings of the committee. The Dean of Admissions will be invited to all meetings of the committee, except executive sessions.

e) No important committee decisions shall be made without a quorum of three elected members. The committee may, with the approval of a majority of active members of the committee, establish sub-committees which will be responsible to the full committee.

f)







b) decide upon probations, suspensions and exclusions for academic reasons, subject to review by the President;

c) approve independent majors;

d) make recommendations to the Faculty and to other committees of the Faculty concerning changes to policy and rules on matters related to the subject matter of this committee.

e) In exercising its jurisdiction over (a)-(c), the council shall act in accordance with the pol

Fellowships, the Gertrude Slaughter Fellowship, the Charles S. Hinchman Memorial Scholarship, and the Elizabeth G. Shippen Scholarships;

b) make recommendations to the Faculty for the awards of the summa and for the European Fellowships, the Gertrude Slaughter Fellowship, the Charles S. Hinchman Memorial Scholarship, and the Elizabeth G. Shippen Scholarships;

c) advise the Dean of the Undergraduate College concerning the selection and nomination of candidates for outside awards, internships, and special scholarships not vested in any department.

#### Q. Graduate Council

The Faculty hereby constitutes the Graduate Council.

##### 1. Membership and Conduct of Business

The voting members of Graduate Council shall be the Graduate Directors from each Ph.D. program in the Graduate School of Arts and Sciences (Chemistry; Classical and Near Eastern Archaeology; Greek, Latin and Classical Studies; History of Art; Mathematics; Physics), the Director of the Ph.D. program at the Graduate School of Social Work and Social Research, the AB/MA graduate director in French, and one at-large faculty member from a department without a graduate program. The Graduate Directors for each program in the Graduate School of Arts and Sciences and the Director of the Ph.D. program at the Graduate School of Social Work and Social Research are chosen by faculty members in their departments. The Faculty shall elect the member at large for a three year term in accordance with the provisions of Article VII, Section A of these by-laws.

a) The Dean of Graduate Studies, the Dean of the Graduate School of Social Work and Social Research, the Director of the Graduate Group in Archaeology, Classics, and History of Art, and the Director of the Graduate Group in Science and Mathematics shall be ex officio members of the council, but shall not have a vote.

b) Four graduate students, two of which shall be from the Graduate School of Arts and Sciences and two of which shall be from the Graduate School of Social Work and Social Research, shall serve as members, but without a vote.

c) All voting members, graduate student members, and the Dean of Graduate Studies shall have the right and responsibility to attend meetings of the committee. All other ex officio members shall have the right to attend meetings of the committee.

d) The names of the eight Directors of Graduate Studies who will serve as voting members of the Graduate Council in a following year shall be co348 -30.134 Tde(n )5.89

respective departments' chairs no later than the penultimate meeting of the Faculty in the spring term.

e) The council may in its sole discretion split the role of the Chair between two co-Chairs, not from the same Graduate Group.

f) For provisions regarding selection of a chair, see Article VI.A.6(a).

#### Jurisdiction

D The council shall meet to discuss issues concerning graduate studies and;

E will have authority with respect to:

L make recommendations to the Faculty for policies concerning graduate curricula and all matters relating to the academic requirements and regulations for higher degrees

L grant, or delegate authority to grant, the competitive fellowships and financial aid through the Subcommittee on Awards;

L rule upon requests for exceptions to the requirements for the degree made by individual students ("special cases");

L Y admit students for graduate work, which authority the council may delegate 0.98 TTTT0 10.9Tw sp

D advising the Faculty Chair and the members of Faculty of the procedures established by the Plan of Governance, the Faculty By-laws, Robert's Rules of Order (where applicable) and any other relevant standards and procedures;

E helping to ensure that committees and officers are operating according to the appropriate procedures for Faculty governance, as specified by the Plan of Governance and Faculty By-laws;

F and bringing to the attention of the Faculty Chair, the Advisory ng Cous064 Tw ( 44.23 Tw5 0 858roc)T  
to the ate for 1mth relevant standorsem7 0 0 Tw (063 Tw (ng )Tj 096j 04lised)Tj /C2\_1 10.98 Tf 92.37

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W. Ad Hoc Committee to Review Recommendation for Termination of Tenured Appointments

1. In the event that it becomes necessary to elect an ad hoc committee to review a

positions shall be held consecutively, i.e., in separate elections. If there is not a nomination from the floor, a slate of nominees shall be voted on together in a single election.

3. For substitutions of longer than one semester, the Committee on Nominations shall use the same procedure outlined in VII.A.1-2. For substitutions of one semester or less, the Committee on Nominations may determine a substitute.

B. For election to the office of the Chair of the Faculty, the Committee on Academic Priorities, the Committee on Appointments, the Undergraduate Curriculum Committee, the Undergraduate Admissions Committee, special elections to Board or Administrative taskforces, and, unless otherwise determined by the Faculty, for any other ad hoc committees, the following procedures will be used:

1. The Committee on Nominations shall determine, and inform the Faculty of the period for nominations and of the meeting of the Faculty at which election for those positions will take place.

2. The Committee on Nominations shall nominate for each open position or position that it is anticipated will be open during the following academic year, at least three eligible persons who are willing to serve; or if there is more than one opening for the same committee, at least 5 candidates for 2 positions and 6 candidates for 3 positions, at least 7 candidates for 4 positions.

3. Any eligible faculty member may be nominated by petition delivered to the Chair of the Committee on Nominations and signed by the nominee plus at least four additional faculty members, two of whom must be from departments (or academic unit) other than that of the nominee. These nominees shall be in addition to the names of persons who shall be nominated by the Committee on Nominations as specified in B.2., above). The Committee on Nominations shall not in any way disclose to other members of the faculty which of the nominees were nominated by petition.

4. The Committee on Nominations shall circulate to the Faculty at least five weekdays prior to the end of the nominations period and at least five weekdays after the committee has announced to the Faculty the opening of nominations, a list of all existing nominees. Subsequent to the circulation of this list, additional persons may be nominated either by the Committee on Nominations or by self-nomination. At the close of the nominations period, the Committee on Nominations shall circulate to the Faculty a final list. On each of these lists, the Committee on Nominations shall indicate, for each nominee, the nominee's department, rank, and previous committee service. Other information may be provided by the Committee on Nominations or by the candidate in accordance with policies established by the Committee on Nominations. No nominations may be made except in accordance with the above provisions.



member of the Faculty, election for such position(s) will be held first. All eligible nominees for a particular committee will be considered for each open position.

6. For substitutions of longer than one semester, the Committee on Nominations shall use the same procedure outlined in VII.B.1-3. For substitutions of one semester or less, the Committee on Nominations may nominate an eligible member of the Faculty willing to serve, subject to approval by the Faculty. In the event that the immediate need for a substitute makes approval by the Faculty not practicable, the Committee on Nominations may appoint a substitute who will serve until the next meeting of the Faculty.

C. For election to the Committee on Nominations, the procedures of VII.B. above shall be employed, except that the Chair of the Faculty and those former members of the Committee on Appointments who have served on that committee within the last two years, shall perform the functions of a nominations committee. All authority of the Committee on Nominations as set forth in these By-Laws shall, with respect to elections to the Committee on Nominations, be exercised by these persons.

D. Election for Faculty Chair, Committee on Academic Priorities, Committee on Appointments, Committee on Nominations, and substitute representatives to the Board of Trustees shall be by two-thirds majority of the voting members casting a vote. All other elections shall be by simple majority of voting members casting a vote.

E. With the approval of the Faculty, elections may be held by mail or by electronic means between meetings of the Faculty. The qualifications for voting and for a quorum shall, in such cases, be the same as if the elections were held at a meeting of the Faculty.

F. Membership terms on committees shall be staggered in accordance with the following:

1. For committees of six members and four-year terms, at least one member shall be elected every year and additional members elected in other years to ensure that the total number of elected faculty members (including both active members and members on leave) will be six.
2. For committees of six members and three-year terms, two members shall be elected every year;
3. For committees of five members and three-year terms, at least one member shall be elected every year and additional members elected in other years to ensure that the total number of elected faculty members (including both active and inactive members) will be five.
4. For committees of four members and three-year terms, one member shall be elected every year, and two members shall be elected every fourth year or as otherwise necessary to ensure that the total number of elected faculty members (including both active and inactive members) will be four.

In the event that resignations or other circumstances would disrupt the schedule of staggered terms as set out above, the Committee on Nominations may alter the above

provisions to the least extent necessary to return to the staggered schedule above. The provisions of this subsection may be modified in particular cases by the Committee on Nominations with the approval of 2/3 vote of the Faculty.

G. Terms for officers and members of committees will ordinarily begin on the last Monday in August following their election and end on the day before the last Monday in August of the year in which their term expires. Terms shall not be extended due to leave or other inability to perform the functions of committee membership. The term for substitutes will ordinarily begin on the day on which the number of regular active members of the committee falls below the minimum as specified in these by-laws and will expire when the membership of the committee not including the substitute reaches that minimum. When more than one substitute for the same committee is elected, one substitute shall be designated as primary, the second as secondary, and so forth. The primary substitute will serve until the active membership of the committee reaches the necessary quorum; the secondary substitute will serve until the active membership of the committee plus the primary substitute reaches the quorum, etc. For substitutes elected according to the procedures specified in VI.A.1-2, or VI.B.1-3, the first person elected will be considered the primary substitute, the second person elected will be considered the secondary substitute, etc. For substitutes elected or appointed by other procedures outlined above, the Committee on Nominations shall designate each person nominated or appointed as a primary substitute, secondary substitute, etc. Under no circumstances shall a substitute serve longer than a regular term. The provisions of this subsection may be modified in particular cases by two-thirds vote of the Faculty.

H. If a faculty member is elected to a committee, under the provisions of this Article, Section B. or C. above, having served for a total of at least one year during the three years previous to the election, their term of service will be reduced by the length of service already completed in the preceding three years. No person shall be elected as Chair of the Faculty for more than five consecutive years.

### VIII. Amendments

Every four years, the Faculty shall appoint a committee to consider amendments to the By-laws and shall, during the course of that year or as soon as is feasible thereafter, submit to the Faculty proposals for amendment, which must be adopted by majority vote at two meetings of the Faculty held consecutively or during the same academic year. When there is no committee assembled, suggestions for revisions may be submitted by members of the Faculty to the Faculty Chair, who will maintain a file of these suggestions until a committee is formed. Any amendments to the By-laws that are proposed to the Faculty in the absence of consideration by this committee shall be by two-thirds vote of at two meetings of the Faculty held consecutively or during the same academic year. Purely non-substantive changes (such as typographical errors and mistakes in numbering) may be made by the Chair with the unanimous consent of the Advisory Council. Other minor changes may be made by unanimous consent of the Faculty.

The text of any proposed changes to the By-laws shall be submitted by the Faculty Chair to the Faculty in advance of the first vote, and the text, with any modifications that may have been made during the first Faculty meeting, shall be communicated to the Faculty in advance of the second vote.

## POLICIES OF THE FACULTY

### Review of By-laws

1. The Faculty will constitute an ad hoc committee in 2026-2027 to review the By-Laws.