



# **Faculty Manual 2011-2012**

**The Winthrop University Faculty Manual has been significantly modified. Many policies have been relocated to the Policy Repository at <http://www2.winthrop.edu/public/policy/alisting.aspx>. The following Table of Contents links to those policies on the Repository.**

**The faculty governance structure, bylaws, and university committees follow the table of contents and remain in the manual on pages 9-35.**

**Questions regarding this document should be addressed to the Office of Academic Affairs.**

## WINTHROP UNIVERSITY PURPOSE OF THE FACULTY MANUAL

The Winthrop University *Faculty Manual* serves as a source of information for faculty about a number of areas, including employment, campus governance, academic policies and procedures, and campus facilities and services. The *Faculty Manual* refers users to the appropriate sites for academic, institutional, and employment policies developed by, among others, the Faculty Conference and Graduate Faculty Assembly, Academic and Graduate Councils, recommended to and approved by the President and approved by the Board of Trustees.

Winthrop University's policies, benefits and procedures are subject to applicable state and federal law.

No faculty member, dean, officer or employee, except for the University President, has the authority to bind the University to any employment contract for any specified period of time or to otherwise alter the terms and conditions of employment. Any such alteration or contract must be in writing and signed by the President.

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**The following abbreviated version of the Faculty Manual refers only to Faculty Governance Committees and Faculty Governance Bylaws. Some of the following information may also be found in the Repository.**

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## **FACULTY GOVERNANCE COMMITTEES**

Faculty governance is represented by the Faculty Conference and its constituent assemblies and committees, and in the Graduate Faculty Assembly and its designated councils and committees.

### **FACULTY CONFERENCE**

The Faculty Conference is the principal legislative body of the faculty and is responsible for its own organization and procedures, academic programs, policies, and regulations, as well as other matters referred to it by the President or the Chief Academic Officer. In accord with the Bylaws of the Board of Trustees (October 29, 1993), all actions of the Faculty Conference are subject to the approval of the Board of Trustees and its policies. Membership in the Faculty Conference is extended to every person who holds rank as instructor, assistant professor, associate professor, or professor at Winthrop University, with the following exceptions: lecturers, adjunct faculty, and visiting faculty are not members of Faculty Conference. The Chair of the Faculty Conference is elected biennially by its members and shall be a full-time, tenured faculty member. Administrative officers and department heads are ineligible to hold this office. The Chair of the Academic Council serves as Vice Chair.

### **ACADEMIC COUNCIL AND CONSTITUENT FACULTY ASSEMBLIES**

The Faculty Conference has delegated certain responsibilities and authority to its constituent assemblies and to the Academic Council. Each college has its own faculty assembly which is responsible for recommending for approval the academic program(s) of that division. These assemblies are subordinate to the Faculty Conference. Every member of the Faculty Conference who is appointed to faculty status in a particular college is a member of the faculty assembly of that college.

The Academic Council is responsible to the Faculty Conference for reports and recommendations concerning general education requirements, academic programs, policies, and regulations except those that would be peculiar to the graduate program. Membership is by appointment by the President, election from the Faculty Conference, and election from the respective faculty assemblies; the term of membership is three years. A student member (Chair, Council of Student Leaders or designee) serves a one-year term. The chair is elected by the voting members of the Council from their own ranks. The Registrar serves as an ex-officio member and Secretary without vote.

### **GRADUATE FACULTY ASSEMBLY**

The Graduate Faculty Assembly is responsible for recommending graduate academic programs, policies, and regulations, and for matters referred to it by the Faculty Conference, the President, or the Chief Academic Officer of the University. It is the principal legislative body of the graduate faculty. Membership criteria are determined by the Graduate Faculty Assembly on recommendation by the Graduate Council. See page 29 of this document for specific qualifications for graduate faculty status. The Graduate Faculty Assembly elects a chair from among its membership (excluding Deans) to serve for two years. The Chair of the Graduate Council presides in the absence of the Assembly Chair.

## **GRADUATE COUNCIL AND CONSTITUENT GRADUATE FACULTY COMMITTEES**

The Graduate Faculty Assembly has delegated specific responsibilities to the Graduate Council and the Graduate Faculty committees. Each college has a Graduate Faculty Committee which is responsible for recommending the graduate academic programs of its division, and which reports to the Graduate Council. Faculty members who hold appointments to a particular college and who are members of the Graduate Faculty Assembly are eligible for membership in the Graduate Faculty Committee of that division.

The Graduate Council is responsible to the Graduate Faculty Assembly for reports and recommendations on academic policies, programs, and regulations peculiar to the graduate program. The Graduate Council is responsible for calling special meetings of the Graduate Assembly and recommending changes in the organization and procedures of the Assembly to the Faculty Conference. The voting members of the Graduate Council also serve as the Graduate Petitions Committee. Membership in the Graduate Council is by appointment by the President and election from each academic college; a non-voting representative is selected by the Winthrop Library faculty. The Dean of the Graduate School serves as a member, without vote. Voting members serve three years. The chair is elected to a one-year term by the voting members, and must have served on the Council at least one year. The voting members elect a Vice Chair from among their own members each year. A representative of the Graduate School office serves as an ex officio member and Secretary, without vote.

## **COMMITTEES**

**Statement.** Participation on committees requires considerable professional judgment and responsibility as well as a dedication to the best interests of Winthrop University. Membership on committees which report to Faculty Conference carries with it a direct charge to act in the best interests of the University community and to maintain open and full communication with Faculty Conference. At the same time, most committees deal with issues that must remain confidential; it is incumbent upon the committee members to maintain complete confidentiality in these cases. This is of particular concern with respect to those persons serving on committees within the tenure and promotion process.

Winthrop University recognizes the value of the service provided by those persons serving on committees. Both committee participation and teaching bring with them legal exposure. For this reason, Winthrop University provides for its faculty, coverage under a tort liability insurance policy and, for committee chairs and committee members in particular, coverage under a directors and officers reimbursement indemnity policy. Additional information is on file in the Office of Risk Management. Persons involved with committee responsibilities should be aware of the nature of this coverage.

The committees of Faculty Conference as well as Academic Council and Graduate Council are found on page 10. **This section contains committees which are not part of Faculty Conference.** See **flow chart**, located at end of Faculty Manual text, for the relationship of committees to the governance organizations and the University.

**Biosafety Committee.** The President appoints for a two-year term three faculty, one of whom is appointed chair, and 2 community members not affiliated with Winthrop University. The Winthrop

University Safety Officer, and the Director of Sponsored Programs and Research (SPAR) serve ex officio. The committee oversees the safety of biological projects in order to qualify for certain categories of federal grants. For any federal grant, the committee must contain members with expertise in the research being conducted.

**Board of Student Publications.** This Board is composed of four members appointed by the President for two-year staggered terms, to include two faculty members from Mass Communication, one faculty member or administrator from Business or the Finance and Business Office, and one member with legal or journalistic expertise. A chair is appointed by the President for a two-year term. Three student members are appointed by the Chair of the Council of Student Leaders, as follows: a junior or senior Mass Communication major with a one-year term; a sophomore or junior with a two-year term; and one student at large with a one-year term. The Dean of Students serves ex officio. The membership also includes the elected editors and the advisors of *The Johnsonian*, *The Anthology*, and *The Roddey-McMillan Record*. All members vote except the chair, who may vote only in the case of a tie. Board responsibilities include setting minimum qualifications for editors, selecting editors and advisors, approving budgets, hearing complaints, hearing and deciding non-editorial conflicts between editors and their respective advisors, and formulating regulations in the full spirit of the First Amendment to the Constitution of the United States.

**Council of Student Leaders.** The Council is a representative body of Winthrop student leaders and other concerned students providing students a role in institutional decision-making and self governance. The Council serves as the official student voice to the Winthrop University Board of Trustees and administration. It reviews and approves charter applications from new student organizations, including the annual registration of existing campus clubs and organizations. The Council oversees the distribution of student activity funds and makes student appointments to campus committees according to the University's governance structure. The Council promotes campus-wide institutional events and performs such acts as are necessary to advance student welfare. The Faculty Conference annually elects a faculty member who attends the public meetings of the Council.

**DiGiorgio Student Union Advisory Board.** The DiGiorgio Student Union Advisory Board consists of three faculty members elected at large to serve three-year, staggered terms; the following members serve one-year terms: the President and Vice President of Dinkins Student Union (DSU), the Chair and Vice Chair of the Council of Student Leaders (CSL), and three students: one each appointed by the President of DSU, by the Vice President of DSU, and by the Director of Campus Programs. The Dean of Students, Director of Campus Programs, Campus Programs Student Assistant, Secretary/Historian of DSU, the Editor of *The Johnsonian*, and the Editor of *The Roddey-McMillan Record* serve as ex officio members without vote. This group meets once a semester or at the call of the DSU President or the Director of Campus Programs to ensure that campus concerns and interests are addressed and discussed.

**Faculty Advisory Committee on Intercollegiate Athletics.** This committee advises the President and the Athletic Director on matters pertaining to intercollegiate athletics. The committee consists of faculty members and a chair appointed by the President, to include the Senior Women's Administrator for Athletics and the Faculty Athletics Representative; two student athletes appointed by the Chair of CSL, the Athletic Director and the Director for Compliance serve as nonvoting members.

**Institutional Animal Care and Use.** This committee reviews and recommends policies on the care and use of animals in research. The President appoints five faculty members, and three members of the community, one of whom must be a veterinarian, for staggered three-year terms. The chair is

appointed from among the faculty members for a one-year term. The Director of SPAR will serve ex officio.

**Institutional Review Board (IRB).** In compliance with the Title 45 Code of Federal Regulations Part 46, this committee reviews and approves research projects involving human subjects. The IRB assures that the rights and welfare of human subjects are adequately protected, the procedures used to obtain informed consent are adequate and appropriate, and risks to human subjects are reasonable in relation to anticipated benefits to the human subjects. In accordance with federal regulations, the IRB is composed of members with expertise in scientific and non-scientific areas, with diverse representation from the different disciplines on campus. This diversity fosters a comprehensive approach to safeguarding the rights and welfare of human subjects involved in Winthrop University research activities. The President appoints one member of the community who is unaffiliated with Winthrop University and seven faculty, one of whom is to be a physical scientist, for staggered three-year terms. The chair is appointed annually by the President from among the members. If serving on Research Council, a faculty member cannot serve on this Board. The Vice President for Academic Affairs serves ex officio as the Authorized University Representative. The Director of Sponsored Programs and Research (SPAR) also serves ex officio.

**International Advisory Committee.** This committee consists of six faculty members (2 from Arts and Sciences and 1 each from the remaining major academic units) and two community members appointed by the President for staggered three-year terms. The committee provides advice and guidance on the University's international programs. The Director, International Center will serve as chair. The Dean of University College, the Coordinator of International Education, the International Student Advisor, the Director of Honors, and the Assistant Dean of the Graduate School serve as ex officio members.

**Judicial Council.** The Judicial Council is a disciplinary committee which hears cases involving students and the General Conduct Policy. Membership consists of a faculty member appointed by the President to serve as chair for a two-year term, two faculty members elected by Faculty Conference for staggered two-year terms, two students appointed by the Chair of CSL for one-year terms.

**Post-Tenure Review Committee.** (See also Repository). All members of post-tenure review committees will be tenured Winthrop faculty. A faculty member may serve on more than one committee in a year. No faculty member will serve in the year in which he/she is scheduled for review. In most cases, associate and assistant deans will not serve on committees in their departments unless there is an insufficient number of eligible faculty. Associate and assistant deans and chairs may serve on committees outside their departments. Chairs and deans cannot serve on a committee for a faculty member from his/her department. Composition of Committee: For faculty members, a committee of three faculty members: one from the candidate's department if sufficient number of tenured faculty; one from outside the department, and the third preferably from the candidate's department. For assistant and associate deans, a committee of three faculty members: one from the candidate's academic department if sufficient number of tenured faculty, one from the academic unit in which candidate serves, and one assistant or associate dean from another academic unit. For academic deans, a committee of three faculty members: one from the dean's academic department if sufficient number of tenured faculty, one from the academic unit in which the dean serves, and one dean from another academic unit.

**Research Council.** The Research Council administers a fund to support faculty research and to encourage creative activity on the part of the faculty. The President appoints six faculty members for one-year terms. While serving, members may not apply for Research Council funds. If serving on

the Institutional Review Board, a faculty member cannot serve on Research Council. The Academic Vice President, the Dean of Library Services, and the Director of Sponsored Programs and Research (SPAR) serve as ex officio members. The chair will be appointed annually by the President from among the members.

**Scholarship Committee.** This committee consists of eight faculty and staff members appointed by the President. The committee selects outstanding upperclassmen to receive endowed scholarships ensuring the most effective distribution of scholarship funds. The committee also reviews appeals of athletic grants-in-aid that are revoked.

**Student Electronic Media Board.** The Student Electronic Media Board oversees student-produced electronic media transmitted by university facilities on or off campus by approving policy and procedures, appointments of student managers and faculty supervisors, and reviewing complaints against student productions as well as reviewing proposals. The Board oversees the student radio station WINR and *Winthrop Close-Up* video magazine. The President appoints for one-year terms a faculty member whose specialty is broadcasting, a faculty member whose specialty is not broadcasting, one Arts and Sciences faculty member, one faculty or staff member at large, one broadcast professional, the Vice President for Academic Affairs (or designee), and one student who is a broadcast major. One student-at-large is appointed by the Chair of CSL for a one-year term. All serve as voting members of the Board. The President appoints one member as a voting chair. Ex-officio, nonvoting members are the Department Chair of Mass Communication, Faculty Supervisor and the Student Station Manager of WINR Radio, Faculty Supervisor and the Student Executive Producer of *Winthrop Close-Up*

## **THE FACULTY CONFERENCE BYLAWS**

(Adopted by Faculty Conference, 12-9-74 and revised 4-21-75; Amended 11-15-77, 3-21-78, 11-14-78, 8-22-80, 4-09-81, 12-08-87, 4-20-88, 8-21-91, 2-28-92, 9-27-96, 4-25-97, 2-13-98, 2-16-01, 11-14-03, 4-23-04, 8-20-04, 11-19-04, 11-18-05, 1-27-06, 3-03-06, 4-25-08, 6-05-09)

### **Article I - Name**

The name of this organization shall be the Faculty Conference of Winthrop University, hereinafter referred to as the Faculty Conference.

### **Article II - Responsibilities**

Section 1 The Faculty Conference shall be responsible for: (1) its own organization and procedure as provided in these *Bylaws*; (2) the Winthrop University academic programs, policies, and regulations; and (3) such additional matters as shall be referred to it by the President of the University.

Section 2 The Faculty Conference shall create and instruct assemblies, councils, and committees, standing and select, and shall periodically review the major decisions of its subordinate bodies.

Section 3 The Faculty Conference shall be the principal legislative body of the faculty. All actions of the Faculty Conference shall be subject to review by the President of the University. Any disapprovals shall be communicated to the faculty, with reasons therefore, within thirty days. By a two-thirds vote, the Faculty Conference may appeal the disapproval to the Board of Trustees.

### **Article III - Membership**

Membership in the Faculty Conference is extended to every person who holds rank as instructor, assistant professor, associate professor, or professor at Winthrop University, with the following exceptions: lecturers, adjunct faculty, and visiting faculty are not members of the Faculty Conference. If the eligibility of a person for membership is questioned, the Faculty Conference shall be the judge of the qualifications of that person for membership.

### **Article IV - Officers**

Section 1 The Chair of the Faculty Conference shall be elected biennially by the Faculty Conference, shall be a full-time tenured faculty member, shall be the official representative of the faculty to the Board of Trustees, and shall represent the faculty on ceremonial occasions. The Chair of the Faculty Conference shall attend open meetings of the Board of Trustees and the Academic Affairs Committee of the Board of Trustees. The Chair of the Faculty Conference shall report on the transactions of the Board of Trustees at each Faculty Conference meeting and shall receive comments and questions from the faculty pertaining to this body. The Chair of the Faculty Conference shall be responsible for establishing a suitable schedule of regular meetings of the Faculty Conference and for recommending the agenda for each regular meeting. Administrative Officers (defined as Deans, Associate Deans and Assistant Deans) and department

chairs shall be ineligible to serve as Chair. A vacancy in the office shall be filled by election of the Faculty Conference for the unexpired term.

Section 2 The Vice Chair of the Faculty Conference shall be the presiding officer of the Faculty Conference when the Chair is absent or chooses not to preside. The Chair of the Academic Council shall be the Vice Chair of the Faculty Conference.

Section 3 The Secretary of the Faculty Conference shall be appointed by the Chair of the Faculty Conference.

Section 4 The Parliamentarian of the Faculty Conference shall be appointed by the Chair of the Faculty Conference.

Section 5 The date for the formal commencement of new terms for faculty officers shall be the beginning date of the nine-month contract.

### **Article V - Meetings**

Section 1 The Chair of the Faculty Conference shall prescribe a suitable schedule of regular meetings of the Faculty Conference. At least one meeting shall be held each semester and special meetings shall be held at the call of the President of the University, the Chair of the Faculty Conference, the Rules Committee, or ten percent of the members of the Faculty Conference. Agendas for special meetings must be submitted to the Rules Committee for review.

Section 2 A quorum shall consist of 35 percent of the membership of the Faculty Conference.

- A. The number required for a quorum shall be determined at the beginning of each semester and shall be printed in the agenda of each meeting of the Faculty Conference.
- B. At the beginning of each meeting of the Faculty Conference the Chair shall determine if a quorum is present. If a quorum is not present, the conference shall be able to conduct business subject to the following conditions:
  - B.1. Seventy-five percent of the faculty in attendance shall vote that business should be conducted.
  - B.2. Final action on all substantive proposals (as distinguished from amendments and procedural actions) shall require the approval of two-thirds of those present and voting.
  - B.3. If at any time during the meeting, attendance falls below 20 percent of the membership of the Faculty Conference, debate may continue, but the only motion in order shall be a motion to adjourn.
- C. The agenda shall be distributed so as to be in the hands of faculty no less than one calendar week in advance of the meeting of the Faculty Conference.
- D. Minutes of the meetings of the Faculty Conference shall be distributed to the faculty and deposited in the Louise Pettus Archives no less than one calendar week in advance of the next scheduled meeting of the Faculty Conference. Any amendments or corrections to these minutes shall be distributed with the minutes of the next meeting of the Faculty

Conference.

Section 3 All meetings of the Faculty Conference shall be open. However, persons who are not members of the Faculty Conference must gain approval of the Rules Committee prior to any participation in its deliberations.

#### **Article VI - Constituent Assemblies**

Section 1 Graduate Faculty Assembly. The members of the Faculty Conference who have graduate faculty status shall be eligible for membership in a graduate faculty assembly. The Graduate Faculty Assembly shall be responsible for the graduate programs offered by Winthrop University. It shall adopt bylaws for its own governance, which shall be subordinate to and consistent with these *Bylaws*.

Section 2 Other Faculty Assemblies. Each member of the Faculty Conference who holds appointment to a major academic division of the University shall be a member of the faculty assembly in that division. Each such faculty assembly shall be responsible for the academic program of its division, within limitations prescribed by the Faculty Conference. Each assembly shall adopt bylaws for its own governance, which shall be subordinate to and consistent with these *Bylaws*. The following are recognized as major academic divisions of the University: the College of Arts and Sciences, the College of Business Administration, the Richard W. Riley College of Education, the College of Visual and Performing Arts, and the Winthrop University Library.

#### **Article VII – Rules for Committees of Faculty Conference**

Section 1 Membership. Membership in the Faculty Conference for at least one year is required for election to any standing committee of Faculty Conference unless otherwise stated. Membership on standing committees shall be for staggered three-year terms as determined by regulations established by the Faculty Conference, and vacancies shall be filled by election for the remainder of the unexpired term (see Article VII, Section 6). Members of standing committees of Faculty Conference who have served complete terms may not succeed themselves. The date for the formal commencement of new terms for committee members shall be the beginning date of the nine-month contract. From time to time the Faculty Conference, in consultation with the Council of Student Leaders, shall determine rules concerning student representation on committees of the Faculty Conference.

Section 2 Committee Officers. Each committee of the Faculty Conference, standing or select, unless otherwise provided, shall elect its own Chair and Secretary. In order that committees may become organized for the new academic year, each newly-constituted committee is requested to meet prior to the end of classes in the spring semester for the purpose of electing its officers for the next academic year.

Section 3 Committee Meetings. Each committee of Faculty Conference, standing or select, shall meet at the call of the Chair or any three members. Meetings of committees shall be announced to the faculty at least one week in advance and shall be open to all members of the Faculty Conference unless the committee specifically votes to meet in executive session or unless the committee deals with confidential information.

If a committee must meet during the summer and a vacancy occurs in the membership of that committee, it shall be filled by the person elected or appointed to assume that position for the

following year. It shall be the responsibility of the committee to determine the person who has been elected or appointed.

**Section 4 Committee Reports.** Each committee of the Faculty Conference, standing or select, unless otherwise provided, shall report on its activities at least once each academic year to the Faculty Conference. The Faculty Personnel Committee, which deals with confidential information, reports directly to the Vice President for Academic Affairs. All committee actions may be modified or reversed by the Faculty Conference.

In order that the faculty may be aware of the nature of the deliberations and decision-making within its constituent committees, all faculty committees (with the exceptions noted below) shall make known to the faculty constituency to which they are responsible, either by oral or written report at appropriate intervals, all actions taken by the committee. For each motion brought before such a committee, the committee shall indicate whether the motion was approved or rejected, whether the action was taken after debate or simply routinely acted upon without debate, and what the vote was on the issue, using the following designations to indicate the vote: (1) by unanimous vote, (2) by a majority voice vote, or (3) by a counted vote of \_\_\_\_ to \_\_\_\_\_. This rule shall also apply to curriculum committees and other committees of constituent assemblies, with the exception that it shall not apply to actions taken in executive session by personnel committees, to actions of the Academic Freedom and Tenure Committee when acting as a grievance committee, to actions of the petitions committees when acting in executive session, or to actions of other committees when they are dealing with personnel or grievance matters in executive session.

**Section 5 Elections.** Regular elections by the Faculty Conference of members of all standing committees created by the Faculty Conference shall take place at a spring semester meeting of the Faculty Conference. Special elections to fill vacancies shall take place as soon as practicable after such vacancies occur. When a member of a committee created by the Faculty Conference enters on leave of absence (i.e., medical, unpaid, or sabbatical), a committee vacancy is thereby created (unless the member requests to serve while on sabbatical or unpaid leave). When a vacancy occurs prior to the end of a full term, it shall be filled by election for the remainder of the unexpired term.

**Section 6 Electoral Procedures.** The electoral procedures are as follows:

1. **Nomination:** The Faculty Personnel Committee shall nominate at least two persons for each vacancy and circulate these names to the faculty prior to the meeting at which the election shall be held. Additional nominations may be made from the floor, provided that the consent of the nominee has already been obtained.
2. **Voting:** In an election in which there are more than two candidates for one position or multiple candidates for multiple positions, voters shall rank the candidates in order of preference, with the favorite candidate receiving rank 1, the second favorite receiving rank 2, and so on. Ballots in such elections not marked with numerical ranks shall be discarded.
3. **Absences:** Balloting shall be done during a meeting of the Faculty Conference. Those faculty members who are absent may cast their ballots in the office designated by the Secretary of the Faculty Conference before noon of the following business day.

4. **Custody and Counting of Ballots:** Custody and counting of ballots shall be the responsibility of the Secretary of Faculty Conference, who shall tally the votes with the assistance of a faculty monitor designated by the Rules Committee. The faculty monitor may not be a candidate in that election.

D.1. In an election in which there are two candidates for a single position, a simple majority is required to elect a candidate.

D.2. The following method of tallying votes (referred to as “the Kerley method”) is used to determine the results of an election in which there are more than two candidates for one position or multiple candidates for multiple positions. This method counts the ballots in a series of rounds. Each round eliminates one candidate.

D.3. Before tallying the votes in each round, the following alterations shall be made to the ballots:

- (1) Gaps in the rankings on a ballot (caused, for example, by the elimination of a candidate) shall be removed by moving lower-ranked candidates up in their rankings. For example, if there were five candidates in an election and the ballot had the candidates ranked 2, 1, 4, 5, then this ballot would be changed to rank the candidates 2, 1, 3, 4.
- (2) If all of the candidates ranked on a ballot have been eliminated in previous rounds, then that ballot shall be discarded.
- (3) If a voter has assigned the same rank to two different candidates in the same election, the ballot shall be discarded when all candidates ranked higher than those assigned the same rank have been eliminated.

D.4. The number of ballots giving each candidate a rank of 1 shall be tallied.

D.5. The candidate receiving the least number of rank 1 ballots shall be eliminated from the election. The ballots giving a rank of 1 to the eliminated candidate shall be altered to remove the eliminated candidate, and these ballots shall be added to the tallies of the remaining candidates using Steps D.3 and D.4.

D.6. Steps D.3, D.4, and D.5 are repeated until as many candidates remain as there are winners needed. The remaining candidates are the winner(s) of the election.

D.7. When more than one person is to be elected to a council or committee and the terms are staggered, the longer terms shall be given to the persons with the larger tallies in the process above.

D.8. Ties:

- (1) If, in step D.5, two or more candidates tie for the least number of rank 1 ballots, this tie shall be broken by the number of rank 2 ballots for each candidate. The candidate having the lowest number of rank 2 ballots shall be eliminated. If there is a tie in both rank 1 and rank 2 ballots, the number of rank 3 ballots shall be used to break this tie, and so on.

- (2) If there is a tie in the number of rank 1 ballots after only two candidates remain, the faculty monitor shall break the tie by the flip of a fair coin, or otherwise by equal chance.

E. **Notification:** As soon as votes are tabulated, both winning and losing candidates shall be notified of the outcome by the Secretary of the Faculty Conference. Complete election results shall then be distributed promptly to the faculty by the Secretary of the Faculty Conference.

Section 7 Establishment of Committees. The Faculty Conference shall establish and regulate such committees as it deems appropriate.

### **Article VIII – Standing Committees of the Faculty Conference**

Section 1 Academic Freedom and Tenure. This committee shall be responsible for recommendations to the Faculty Conference with respect to policies on academic freedom and tenure, shall serve as a hearing committee for cases arising under the procedures and policies on academic freedom and tenure, and shall serve as a grievance committee in cases involving the granting of tenure. The committee also hears appeals in cases of post-tenure review. In its role as a grievance committee, it shall report its findings to the President and to the faculty member making the grievance. The President shall then evaluate the case in light of the committee's findings and shall render a decision. If the President decides adversely to the faculty member, the faculty member may appeal the decision to the Board of Trustees. While the Board of Trustees may choose to receive such an appeal on the basis of improper procedure only, the Board affirms that substantive judgments reside and end with the President (Board of Trustees Resolution 11-15-96, Reaffirmed 11-6-07)

The committee shall consist of nine elected members. One member shall be elected by the faculty assembly of each major academic division (5), and four members shall be elected at-large by Faculty Conference. All members of the committee must be tenured. While serving on the committee, a faculty member who brings a hearing or grievance matter before the committee must recuse him/herself from deliberation on that case. Administrative Officers and department chairs shall be ineligible to serve. Eligibility shall be limited to faculty members with tenure. Administrative Officers and department chairs shall be ineligible to serve.

Section 2 Faculty Personnel. This committee shall be responsible for recommendations to the Faculty Conference concerning membership beyond those members indicated in Article III in these *Bylaws*; for recommendations regarding procedures and conditions of elections and the staggering of terms of office on appropriate committees and councils; for nominations of at least two qualified persons for each office subject to election by the Faculty Conference, except as elsewhere provided; for advice to the President and the Vice President for Academic Affairs concerning promotions in academic rank and the granting of tenure; and for performing the duties of a faculty grievance committee except in the granting of tenure.

The committee shall consist of three members elected at large by the Faculty Conference and one member elected by the faculty assembly of each major academic division. All members of the committee must be tenured. While serving on the committee, a faculty member shall not be eligible for consideration for promotion. Administrative Officers and department chairs shall be ineligible to serve on the committee.

**Section 3 Library.** This committee shall be responsible for studying library needs in view of the academic programs and for advising the Dean of Library Services on matters of general library policy, on the development of library resources, and on means that may best integrate the library program with other academic activities of the University. The committee shall serve as a liaison between the faculty and the Dean of Library Services.

The committee shall consist of nine members: two faculty representatives from the College of Arts and Sciences; one each from the other major academic divisions; two student representatives; and the Dean of Library Services (ex officio). Faculty representatives shall be elected from their respective divisions for three-year terms, which shall be staggered according to Faculty Conference regulations, and student representatives shall be selected by the Chair of the Council of Student Leaders. The Chair shall be elected by the committee and serve as Chair for one year. The committee shall meet at least once each semester.

**Section 4 Undergraduate Petitions.** This committee shall be responsible for acting on petitions from individual undergraduate students for variations in general education requirements and other University-wide academic regulations. This committee shall make regular reports to the Academic Council that shall include, but need not be limited to, a summary of undergraduate petitions giving the type of petitions, the number denied, the number approved, and the number approved on appeal.

The committee shall consist of five members: one member elected by the faculty assembly of each major academic division. Each degree-granting college may establish its own petitions committee to act on student petitions for variations in departmental and college degree program requirements.

**Section 5 Rules.** This committee shall be responsible for calling special meetings of the Faculty Conference, for determining the meeting agenda when it deems such meetings appropriate, for inviting guests to meetings of the Faculty Conference, for recommending to the Faculty Conference special rules of order and appropriate changes in these *Bylaws*, for reviewing bylaws and amendments to bylaws of constituent assemblies to determine whether they are consistent with these *Bylaws*, and for reviewing the agendas of all special meetings called by other appropriate parties.

The committee shall consist of six members elected by the Faculty Conference.

**Section 6 University Curriculum.** This committee shall be responsible to the Faculty Conference for reviewing proposed changes in the undergraduate curriculum to ensure that the changes are consistent with university policy and that they do not contradict the interests of any academic division. The committee shall have authority to seek the correction of typographical and other non-substantive errors in the recommendations it receives.

The committee shall have authority to act on behalf of the Faculty Conference on recommendations from a college of the following types: adding a course, dropping a course, renumbering a course, changing the prerequisites or corequisites of a course, and adding or changing requirements for a minor. See Article XI. This authority shall not be construed to limit the right of the faculty to review and act on academic policies at any time.

Following each meeting of the committee, a report of its actions shall be communicated promptly to the members of the Faculty Conference.

The committee shall consist of seven members: one member elected from each of the degree-granting colleges, one member elected by the Graduate Faculty Assembly, a Chair appointed by the Chair of the Academic Council from among the membership of Academic Council, and the Registrar or his or her designee. All members of the committee shall have served three years as a full-time faculty member at Winthrop University immediately preceding their election or appointment. The members elected from the degree-granting colleges shall serve as ex officio members of their college curriculum committees; the member elected from the Graduate Faculty Assembly shall be an ex officio member of Graduate Council. The Chair of the committee and the Registrar or his or her designee shall be nonvoting members of the committee. If a voting member cannot attend a meeting, an alternate with vote designated by the faculty from which the member was elected may attend in his or her place.

**Section 7 University Life.** This committee shall be responsible for examining issues submitted by faculty members that affect the conduct of university life, and shall address these issues by communicating directly with appropriate administrators and members of the University faculty and staff to understand the issue more fully and to facilitate a resolution to the concern as needed. The committee shall report its findings, and the status of issues to Faculty Conference, to the Committee on University Priorities, and to the President at least once each semester.

The committee shall consist of nine members: two members elected from each of the degree-granting colleges and one member elected from the Library faculty. At least one member elected from each of the degree-granting colleges and the member elected from the Library faculty shall be tenured. The Chair of the committee shall attend open meetings of the appropriate committee of the Board of Trustees.

**Section 8 University Priorities.** This committee shall be responsible for meeting at least once per semester with the President and the other Executive Officers of the University to provide a faculty perspective on admissions policy, planning, objective setting, and resource allocation, as well as other areas that are important to the university's future.

The committee shall consist of eight members: one member elected from each of the degree-granting colleges, one member elected from the Library faculty, one member elected from the faculty of University College, and one member elected by the Graduate Faculty Assembly. All members of this committee shall be tenured. The Chair of the Faculty Conference shall serve as an ex officio member with vote. The Chair of the committee shall attend open meetings of the Finance Committee of the Board of Trustees.

**Section 9 Financial Exigency.** If the President of the University declares a financial exigency or deems a financial exigency to be imminent, this committee shall be convened by the Vice Chair of the Faculty Conference. The committee shall participate in the emergency-related deliberations that take place above the level of the major academic divisions, including those relating to how academic programs and teaching service areas at Winthrop University are affected. The committee shall keep itself informed as to the financial position of the University by consulting at least once each semester with the President or designated agent and by other appropriate means. In addition, it shall keep itself informed on financial exigency developments in the academic world generally. At least once each semester, while it exists, the committee shall report directly to the Faculty Conference in assembly. The committee shall continue to exist until the President declares the financial exigency ended or no longer imminent.

The committee shall have the following membership: elected members of the Academic Council, the Vice Chair of Faculty Conference, and the Chair of the Committee on University Priorities. If

there are fewer than two non-tenured elected members on Academic Council, additional non-tenured faculty shall be elected to the committee by a vote of the non-tenured elected members on Academic Council, additional non-tenured faculty of Faculty Conference to bring the total non-tenured membership to two. "Non-tenured" is understood here to mean tenure-track faculty who have yet to earn and who not been denied tenure, here at Winthrop University. The election shall be conducted by the Rules Committee, with the Personnel Committee acting as a nominating committee. At least two non-tenured faculty members shall be nominated for each required position. Not more than one non-tenured member shall be elected from any major academic division. If, during the committee's existence, any of its non-tenured members gains or is denied tenure, then his/her membership on the committee will end, and a new replacement made by the above means. If a non-tenured member of the committee is newly elected to the Academic Council, s/he will continue as a regular member of the committee while serving as an elected member on Academic Council.

### **Article IX – Academic Council**

**Section 1** The Academic Council shall be responsible to the Faculty Conference for appropriate reports and recommendations concerning general education requirements, academic programs, policies, and regulations exclusive of those peculiar to the graduate program.

The Academic Council shall have authority to act on behalf of the Faculty Conference on the following types of recommendations from a college: adding a minor, dropping a minor, and changing graduation requirements in a major with no change in the overall number of semester hours required by the program. See Article XI. This authority shall not be construed to limit the right of the faculty to review and act on academic policies at any time.

**Section 2** Meetings of the Academic Council and its subordinate committees shall be announced to the faculty in advance, and shall be open to all members of the Faculty Conference. Following each meeting of the Academic Council, a report of its actions shall be communicated promptly to the members of Faculty Conference.

**Section 3** The Chair of the Academic Council shall be elected by the voting members of the Academic Council, from the voting members of the Academic Council, and shall have served on the Academic Council for at least one year. The Chair will appoint a Vice Chair from the membership of the Academic Council to officiate at meetings when the Chair cannot attend. The Registrar shall serve as Secretary, without vote.

**Section 4** The President of the University, upon the recommendation of the Vice President for Academic Affairs, shall appoint three voting members of the Academic Council, each from a different major academic division of the University. The Faculty Conference shall elect three voting members at large. Each major academic division of the University shall elect members according to the following formula: one member for the first 25 full-time-equivalent faculty members or fraction thereof in that division and one additional member for each additional 50 full-time-equivalent faculty members or fraction thereof. Members of Faculty Conference who are college of university-level administrative officers and whose administrative assignment is greater than 50% of their workload shall be ineligible to serve on the Academic Council, either by election or appointment, except as Secretary. Department chairs are eligible to serve on Academic Council. The term of the Chair shall be one year. The Council of Student Leaders shall select one voting member, who shall serve a one-year term. The terms of the voting members of the Academic Council shall be three years and shall be staggered as determined by regulations adopted by the Faculty Conference. If a member ceases to serve, his or her successor

shall be appointed or elected for the unexpired term only. A voting member may not serve in succession more than two complete consecutive terms. No person shall be eligible to serve as a voting member unless he or she has served two years as a student at Winthrop University or two years as a faculty member at Winthrop University immediately preceding his or her service.

Section 5 All faculty assemblies, councils, committees, or other entities not otherwise responsible to a major academic division, to the extent of their responsibilities in the area of undergraduate academic instruction, except as provided elsewhere in these *Bylaws*, shall report to the Academic Council in accordance with procedures specified by the Academic Council. The Academic Council shall approve, modify, or reverse any programs, policies, or regulations made by such entities in the area of undergraduate instruction.

Section 6 The Academic Council may meet in joint session with the Graduate Council, a constituent council of the graduate faculty, to discuss matters of mutual concern when called to do so by the chairs of the two councils. When such a joint meeting takes place, the Chair of the Academic Council shall preside. The two councils may establish joint committees and councils to pursue matters of mutual concern and may establish rules for joint activities, except that if voting takes place it shall be done separately by council.

## **Article X – Committees of the Academic Council**

Section 1 Committee on Academic Conduct. This committee shall have jurisdiction in only two kinds of cases: 1) a case in which a student has accused a faculty member of violating stated course grading policies, and 2) a case in which a student has reason to believe that an error has been made in computing or recording his or her grade for a particular assignment or for the course. The committee shall not hear cases in which a student merely believes he or she has received unfair treatment.

The powers of the committee shall be limited to recommending that a given grade remain unchanged, be changed to a different grade, or be changed to a zero (for a particular piece of work). The recommendation shall be based on a majority decision of the five voting members, and copies of the recommendation shall be forwarded to the student(s), department chair, and academic dean. The committee shall submit reports protecting the anonymity of the parties involved to the Academic Council, and these reports shall be forwarded, upon request, to the Faculty Conference and to the Council of Student Leaders.

The procedure by which the committee shall hear cases is as follows. The student and faculty member should try to resolve the problem informally. If no satisfactory solution is reached, either the student, or the faculty member, or both can call the case to the attention of the appropriate chair or dean. The dean shall then refer the case to the committee for hearing within ten school days. Referrals to the committee should be made within a two-week period following the discovery of the alleged infraction and shall not be accepted after that period except on majority vote of the committee. In all cases, the burden of proof shall rest on the student plaintiff. Records of all committee hearings and actions shall be kept for no more than one year after the committee hears a particular case.

The committee shall consist of six members: a nonvoting Chair to be appointed by the Vice President for Academic Affairs, two faculty members elected by the Faculty Conference, two upper class and/or graduate students appointed by the Chair of the Council of Student Leaders, and one faculty member appointed by the Chair or Dean of the college in which a particular case

originates. The Chair shall serve for one year. The faculty members shall be elected for two year terms that are staggered. Students shall be appointed for one-year terms. The appointed faculty member shall serve only for the designated case. The Vice President for Academic Affairs shall have such powers to appoint representatives as necessary for the summer interim.

**Section 2 Cultural Events Committee.** The Cultural Events Committee considers and approves events which shall fulfill the cultural events requirement. This committee is subordinate to the Academic Council and reports at least once annually to the General Education Curriculum Committee.

The President of the University, upon the recommendation of the Vice President for Academic Affairs, appoints a Chair and five other faculty; the Dean of University College, and a representative from Records and Registration serve as nonvoting, ex officio members. Membership on the committee shall be for staggered two-year terms, and the Chair is appointed for the duration of his or her term. The Chair of the Council of Student Leaders appoints two students, each for a one-year term.

**Section 3 General Education Curriculum Committee.** This standing committee of the Academic Council is responsible for reviewing all courses proposed for meeting one of the core skill areas within the general education program, for reviewing modifications to courses designated as meeting one of the core skill areas within the general education program, and for recommending changes in general education requirements and a means for implementing those changes. In addition, the committee shall review all courses that have been previously designated as meeting one of the core skill areas within the General Education program to ensure that these courses continue to meet the criteria for inclusion.

Membership shall consist of eleven members: three members from the faculty of the College of Arts and Sciences, one member from the faculties of each of the other degree-granting colleges and of the Library, a Chair appointed by the Chair of the Academic Council from among the membership of the Academic Council, the Dean of University College, the Director of Freshman Writing, and the Registrar or his or her designee. The Chair of the committee, the Dean of University College, the Director of Freshman Writing, and the Registrar or his or her designee shall be nonvoting members of the committee.

**Section 4 Honors Committee.** The Honors Committee recommends policies related to the implementation and evaluation of the honors program. The President of the University, upon the recommendation of the Vice President for Academic Affairs, appoints seven faculty members for staggered two-year terms. The Director of the Honors Program shall serve as Chair. The Dean of University College and the Dean of the College of Arts and Sciences serve as ex officio members. The committee reports at least once annually to the Academic Council.

**Section 5 Teacher Education Committee.** The Teacher Education Committee is an interdisciplinary committee of University and community representatives who assemble to review, analyze, and provide input on all aspects of the teacher education program at Winthrop University. The Teacher Education Committee has the unique responsibility to ensure the integrity of the teacher education program in a manner that benefits South Carolina's learners as well as the profession of education. The composition and full charge of this committee are found in the *Teacher Education Committee Bylaws* available in the Repository.

## **Article XI – Curricular Review**

**Section 1 Renaming a course, changing a course description, adding a designator, changing a designator, dropping a designator.** A recommendation that renames a course, changes a course description, adds a designator, changes a designator, or drops a designator shall be reported to the Committee on University Curriculum for information purposes only. Such recommendations shall be communicated promptly in the report of the committee to the members of the Faculty Conference. If no faculty member places the recommendation on the agenda of the Academic Council for further discussion within seven calendar days of receiving the report, then the recommendation shall become an action of the Faculty Conference.

**Section 2 Adding a course, dropping a course, renumbering a course, adding or changing prerequisites or corequisites to a course, changing requirements for a minor.** A recommendation that adds a course, drops a course, renumbers a course, adds or changes prerequisites or corequisites to a course, or changes requirements for a minor shall be reported to the Committee on University Curriculum. If all members of the committee agree that the recommendation is consistent with University-wide policy and does not infringe upon the legitimate interests of any other major academic division, the committee shall approve the recommendation. Such approval shall be communicated promptly in the report of the committee to the members of the Faculty Conference. If no faculty member places the recommendation on the agenda of the Academic Council for further discussion within seven calendar days of receiving the report, then the recommendation shall become an action of the Faculty Conference. If all members of the committee are not in agreement, the recommendation shall be placed on the agenda of the Academic Council.

**Section 3 Adding a minor, dropping a minor, changing graduation requirements in a major with no change in the overall number of semester hours required by the program.** A recommendation that adds a minor, drops a minor, or changes the graduation requirements in a major with no change in the overall number of semester hours required by the program shall be reported to the Committee on University Curriculum. If all members of the committee agree that the recommendation is consistent with University-wide policy and does not infringe upon the legitimate interests of any other major academic division, the committee shall approve the recommendation. Such approval shall be communicated promptly in the report of the committee to the members of the Faculty Conference and shall be placed on the agenda of the Academic Council. If the Academic Council approves the recommendation, this approval shall be communicated promptly in the report of the Academic Council to the members of the Faculty Conference. If no faculty member places the recommendation on the agenda of the Faculty Conference for further discussion within seven calendar days of receiving the report, then the recommendation shall become an action of the Faculty Conference.

**Section 4 Changing the overall number of semester hours required by a degree program, adding a degree program; dropping a degree program.** A recommendation that changes the overall number of semester hours required by a degree program, adds a degree program, or drops a degree program shall be reported to the Committee on University Curriculum. If all members of the committee agree that the recommendation is consistent with University-wide policy and does not infringe upon the legitimate interests of any other major academic division, the committee shall approve the recommendation. Such approval shall be communicated promptly in the report of the committee to the members of the Faculty Conference and shall be placed on the agenda of the Academic Council. If all members of the committee are not in agreement, the recommendation shall be placed on the agenda of the Academic Council with a record of the

committee's vote on the recommendation. If the Academic Council approves the recommendation, the recommendation shall be placed on the agenda of the Faculty Conference.

**Section 5 Courses enrolling undergraduate and graduate students.** A recommendation that falls under Sections 1 and 2 of this article and involves a course that enrolls both undergraduate and graduate students shall be reported by the college curriculum committee to both the college faculty assembly and to the Graduate Council. If both of these bodies approve the recommendation, it shall be forwarded to the Committee on University Curriculum and shall be approved or denied in the manner described in the appropriate section of this article. If both of these bodies deny the recommendation, it is denied. If one of these bodies approves the recommendation and the other denies the recommendation, it is denied, but the Committee on University Curriculum may (but is not obliged to) suggest means for producing a recommendation that could be approved by both bodies.

**Section 6 General education courses.** A recommendation that adds a course to the lists of courses meeting the core skill areas of the General Education program or modifies a course on these lists shall be reported to the General Education Curriculum Committee. If the committee approves the recommendation, it shall be placed on the agenda of the Academic Council. If the Academic Council approves the recommendation, it shall be placed on the agenda of the Faculty Conference. New courses must be added following Section 2 in this article before being reported to the General Education Curriculum Committee.

**Section 7 Teacher education courses.** A recommendation that affects teacher education programs or courses used in these programs shall be reported to the Teacher Education Committee after it is approved by a college faculty assembly. If the recommendation falls under Sections 1 or 2 of this article (except for a recommendation to add or change prerequisites or corequisites to a course), it shall be reported to the Teacher Education Committee for information purposes only. If the recommendation adds or changes prerequisites or corequisites to a course or falls under Sections 3 or 4 of this article, it shall be reported to the Teacher Education Committee. If the committee approves the recommendation, it shall be reported to the Committee on University Curriculum and shall be approved or denied in the manner described in the appropriate section of this article.

**Table I: Process for Approving Matters Relating ONLY to Undergraduate Curriculum**

<b>Curriculum Action</b>	<b>College Assembly Votes</b>	<b>TEC Votes</b>	<b>CUC Votes</b>	<b>AC Votes</b>	<b>FC Votes</b>
Rename course or change course description; add, change or drop a designator	Yes	No; sent forward for information only	No; sent forward for information only	No	No
Add, drop or renumber a course; add or change requirements for a minor	Yes	No; sent forward for information only	Yes	No	No
Add or change a pre-requisite or corequisite	Yes	If applicable	Yes	No	No
Add or drop a minor	Yes	If applicable	Yes	Yes	No
Change graduation requirements in a major (no change in overall # of hours)	Yes	If applicable	Yes	Yes	No
Change # of hours needed to complete a degree program	Yes	If applicable	Yes	Yes	Yes
Add or drop a degree program	Yes	If applicable	Yes	Yes	Yes

**Table II: Process for Approving Courses Open to BOTH UNDERGRADUATE and GRADUATE STUDENTS**

	Simultaneously,		If either group disagrees, the proposal is denied. If both groups agree, then it goes forward to CUC (through TEC if applicable), and			
Curriculum Action	College Assembly Votes	Graduate Council Votes	TEC Votes	CUC Votes	AC Votes	FC and GFA Vote
Rename course or change course description	Yes	Yes	No; sent forward for information only	No; sent forward for information only	No	No
Add, drop or renumber a course	Yes	Yes	No; sent forward for information only	Yes	No	No
Add or change a prerequisite or corequisite	Yes	Yes	If applicable	Yes	No	No

**Article XII – Approving Degree Candidates**

The Faculty Conference, having prescribed the criteria for determining eligibility for conferral of degrees, designates the Registrar as its agent to determine which degree candidates have met those criteria and designates the Committee on Petitions to review and act upon appeals submitted by either students or faculty. The tentative graduation list shall be distributed by the Registrar to all colleges and departments for their information at least ten days prior to commencement.

**Article XIII – Requirements for Teaching Courses that Enroll Graduate Students**

Faculty teaching courses that enroll graduate students must hold the highest earned degree in their disciplines or be a member of the Winthrop University graduate faculty. In some cases, faculty members who do not have the highest earned degree in their disciplines and who are not members of the graduate faculty may qualify if they have sufficient experience and/or scholarly or creative activity as a substitute.

**Article XIV - Notification of Intent to Discuss a Passed Item**

Any item that has been passed by the Academic Council or the Committee on University Curriculum may be brought to the floor of a scheduled meeting of the Faculty Conference for discussion. Any faculty member planning to bring such an item to the floor shall notify the Chair of the Rules Committee of the intended action at least one week preceding the meeting of the Faculty Conference.

## **Article XV - Parliamentary Authority**

The rules contained in the most recent edition of *Robert's Rules of Order* shall govern the Faculty Conference, all of its constituent assemblies, the Academic Council and its committees, and all committees created under the authority of these *Bylaws*, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order. All continuing special rules of order established by the Faculty Conference shall be printed in the *Faculty Manual* of Winthrop University.

## **Article XVI – Amendments**

These *Bylaws* can be amended at any regular meeting of the Faculty Conference by a two-thirds vote of the members present and voting, provided that the proposed amendment has been placed on the agenda by vote of the Faculty Conference at the previous meeting.

## **Article XVII – Ratification**

Section 1 These *Bylaws* shall be operative beginning August 15, 2009, provided that they are first passed by the Faculty Conference, confirmed by the President, and ratified by the Board of Trustees of Winthrop University.

Section 2 All programs, policies, and regulations enacted under earlier Bylaws shall be valid and operative until changed.

# **THE BYLAWS OF THE GRADUATE FACULTY ASSEMBLY OF WINTHROP UNIVERSITY**

(Ratified by Faculty Conference 4-21-75 and 9-27-77; amended 4-12-77, 4-05-79, 4-09-81, 4-20-88, 2-28-92, 2-13-98, 8-20-04, 4-24-09)

## **Article I - Name**

The name of this organization shall be the Graduate Faculty Assembly of Winthrop University, hereinafter referred to as the Assembly.

## **Article II - Responsibilities**

Section 1 The Assembly shall be responsible for: (1) its own organization and procedures as provided in these *Bylaws*; (2) the Winthrop University graduate academic programs, policies, and regulations, within limitations prescribed by the Faculty Conference of Winthrop University; and (3) such additional matters as shall be referred to it by the Faculty Conference of Winthrop University, by the President of Winthrop University, or by the Vice President of Academic Affairs of Winthrop University.

Section 2 The Assembly shall create and instruct subordinate councils and committees, standing and select, and shall periodically review the major decisions of its subordinate bodies.

Section 3 The Assembly shall be the principal legislative body of the graduate faculty. All actions of the Assembly shall be subject to review by the President of the University. Any disapprovals shall be communicated to the graduate faculty with reasons therefore, within thirty

days. By a majority vote, the Assembly may charge the Chair of Graduate Faculty Assembly to communicate concerns regarding such disapprovals to the Board of Trustees. (8-25-09)

### **Article III - Membership**

Section 1 Upon recommendation of the Graduate Council, the Assembly shall establish criteria for membership in graduate faculties. The application form with stated criteria is available in the Graduate School Office. The academic deans shall nominate for membership in the Assembly those persons who qualify under those criteria and the Dean of the Graduate School shall be responsible for reviewing the application for conformity with the established criteria. The Graduate Council will vote on the appointment and announce the outcome to the Graduate Faculty Assembly. Performance of limited graduate duties on a temporary basis does not in itself constitute eligibility for membership in the Assembly. (Amended by Faculty Conference, 4-09-81, 8-20-04, 4-24-09)

Section 2 The criteria for membership in the Graduate Faculty Assembly are:

- (1) Hold highest earned degree in discipline. In some cases, experience and high production may substitute for the degree.
- (2) Have one year of graduate-level service to the institution to be a combination of teaching, scholarly research/contributions to the field, and service. The year of graduate-level service need not occur in consecutive semesters; teaching could also constitute a wider set of pedagogical activities, such as managing theses or graduate-level research projects, participating in curriculum or course development, advising graduate students, or committee work; credit from previous institutions may be counted. Graduate-level classes are defined as 600-level courses or 500-level courses with graduate students enrolled.
- (3) Submit a recommendation, including a statement or comments and a signature, from the department chair, dean of the appropriate college, and the Graduate Council.

When a graduate faculty member is preparing for post-tenure review or in the sixth year after the initial granting of graduate faculty status, the faculty member will submit documentation of continued teaching, research and contributions on the graduate level to the Dean of the Graduate School. This documentation will consist of completing a new application form to demonstrate continued engagement with graduate level teaching, research, and/or contributions to the field. New eligibility requirements will not pertain to Winthrop faculty with graduate faculty status granted prior to August 2009.

### **Article IV - Officers**

Section 1 The Chair of the Assembly shall be elected biennially at the March meeting by the Assembly from among its own membership. Only tenured faculty members of the Graduate Faculty Assembly are eligible to serve as Chair of the Assembly. A vacancy in the office shall be filled by election of the Assembly for the unexpired term. Deans, the Chair of the Graduate Council, and untenured members of Graduate Faculty Assembly shall be ineligible to serve as Chair. (Amended 4-24-09)

Section 2 The electoral procedure for the Chair is as follows:

- A. **Nomination:** Graduate Council will nominate at least two persons and circulate these names to the faculty prior to the meeting at which the election will be held. Additional nominations may be made from the floor with consent of the nominee.
- B. **Voting:** In an election in which there are more than two candidates for one position or multiple candidates for multiple positions, voters shall rank the candidates in order of preference, with the favorite candidate receiving rank 1, the second favorite receiving rank 2, and so on. Ballots in such elections not marked with numerical ranks shall be discarded.
- C. **Absences:** Balloting will be done during the Graduate Faculty Assembly meeting. Those faculty members who are absent may cast their ballots in the office designated by the secretary of Graduate Faculty Assembly before noon of the following business day.
- D. **Custody and counting:** Custody and counting of ballots shall be the responsibility of the secretary of Graduate Faculty Assembly, who will tally the votes with the assistance of a member of Graduate Council and a faculty monitor designated by the Rules Committee of the Faculty Conference. Neither the faculty monitor nor the Graduate Council member may be a candidate in that election.
  - D.1. In an election in which there are two candidates for a single position, a simple majority is required to elect a candidate.
  - D.2. The following method of tallying votes (referred to as “the Kerley method”) is used to determine the results of an election in which there are more than two candidates for one position or multiple candidates for multiple positions. This method counts the ballots in a series of rounds. Each round eliminates one candidate.
  - D.3. Before tallying the votes in each round, the following alterations shall be made to the ballots:
    - (4) Gaps in the rankings on a ballot (caused, for example, by the elimination of a candidate) shall be removed by moving lower-ranked candidates up in their rankings. For example, if there were five candidates in an election and the ballot had the candidates ranked 2, 1, 4, 5, then this ballot would be changed to rank the candidates 2, 1, 3, 4.
    - (5) If all of the candidates ranked on a ballot have been eliminated in previous rounds, then that ballot shall be discarded.
    - (6) If a voter has assigned the same rank to two different candidates in the same election, the ballot shall be discarded when all candidates ranked higher than those assigned the same rank have been eliminated.
  - D.4. The number of ballots giving each candidate a rank of 1 shall be tallied.
  - D.5. The candidate receiving the least number of rank 1 ballots shall be eliminated from the election. The ballots giving a rank of 1 to the eliminated candidate

shall be altered to remove the eliminated candidate, and these ballots shall be added to the tallies of the remaining candidates using Steps D.3 and D.4.

D.6. Ties:

- (3) If, in step D.5, two or more candidates tie for the least number of rank 1 ballots, this tie shall be broken by the number of rank 2 ballots for each candidate. The candidate having the lowest number of rank 2 ballots shall be eliminated. If there is a tie in both rank 1 and rank 2 ballots, the number of rank 3 ballots shall be used to break this tie, and so on.
- (4) If there is a tie in the number of rank 1 ballots after only two candidates remain, the faculty monitor shall break the tie by the flip of a fair coin, or otherwise by equal chance.

E. **Notification and results:** As soon as votes are tabulated, both winning and losing candidates will be notified of the outcome by the Secretary of the Graduate Faculty Assembly. Complete election results will then be distributed to the faculty by the Secretary of the Graduate Faculty Assembly. (Amended 4-29-09)

Section 3 The Chair of the Graduate Council shall be the presiding officer of the Assembly when the Chair is absent or chooses not to preside. (Amended 4-20-88)

Section 4 The Secretary of the Assembly shall be appointed by the Chair.

Section 5 The Parliamentarian of the Assembly shall be appointed by the Chair.

## **Article V - Meetings**

Section 1 The Assembly shall prescribe for itself a suitable schedule of regular meetings. At least one meeting shall be held each semester, and special meetings shall be held at the call of the Chair of the Assembly or of the Graduate Council or of ten percent of the members of the Assembly. (Amended 4-24-09)

Section 2 A quorum shall consist of 25 members of Graduate Faculty Assembly.

- A. At the beginning of each meeting of the chair of Graduate Faculty Assembly shall determine if a quorum is present. If a quorum is not present, the conference shall be able to conduct business subject to the following conditions:
  - A.1. Seventy-five percent of the faculty in attendance shall vote that business should be conducted.
  - A.2. Final action on all substantive proposals (as distinguished from amendments and procedural actions) shall require the approval of two-thirds of those present and voting.

## **Article VI - Graduate Council**

**Section 1** The Graduate Council shall be responsible to the Assembly for appropriate reports and recommendations concerning academic programs, policies, and regulations peculiar to the graduate program. It shall have the authority to act on recommendations from a college to add, modify, or drop courses enrolling only graduate students, or to change graduate curricular requirements peculiar to that college. Such actions, with the exception of decisions on graduate petitions, shall be communicated promptly to the graduate faculty and may be modified or reversed by the Assembly. Meetings of the Graduate Council and its subordinate committees shall be announced to the graduate faculty members in advance and, except when considering graduate petitions, shall be open to all members of the Assembly. Following each meeting of the Graduate Council, a report of its actions shall be communicated promptly to the members of the Assembly. (Amended 9-27-77, 4-20-88, 4-24-09)

**Section 2** The Graduate Council shall be responsible for recommending to the Assembly a suitable schedule of regular council meetings, for calling special meetings of the Assembly, for inviting guests to meetings of the Assembly, and for recommending to the Assembly appropriate changes in the organization and procedure of the entities established under the authority of these *Bylaws*.

**Section 3** The Chair of the Graduate Council shall be elected by the voting members of the Graduate Council, from the voting members of the Graduate Council, and shall have served on the Council at least one year. Each year the voting members of the Graduate Council shall elect from among their own members the vice chair, who shall preside when the chair is not present. The Chief Academic Officer or designate shall serve as a member, without vote. A representative of the Graduate School office shall serve as Secretary, without vote. A representative selected by the Winthrop Library faculty shall serve as a member, without vote. The graduate faculty member elected by the Assembly to serve on the Committee on University Curriculum shall serve as a member, without vote. The President of the University, upon the recommendation of the Chief Academic Officer, shall appoint three voting members of Graduate Council, each from a different major academic division of the University. Each academic division of the University consisting of five or more Graduate Faculty Assembly members shall have one voting member, elected by members of the academic division. Administrative officers shall not be eligible to serve on the Graduate Council. Department chairs are eligible to serve on Graduate Council. The term of the Chair shall be one year and the term of voting members three years. (Amended 2-28-92, 2-13-98, 8-20-04, 4-24-09)

The terms of the voting members of the Graduate Council shall be staggered as determined by regulations adopted by the Assembly. If a member ceases to serve, his or her successor shall be appointed or elected for the unexpired term only. A voting member may not serve more than two complete terms in succession. No faculty member shall be eligible to serve as a voting member unless he/she has served two years as a graduate faculty member at Winthrop University immediately preceding his or her service, except for the Chair.

Two graduate students representing the graduate student body at Winthrop University shall be members of the Graduate Council. One of the student members shall be appointed from one college and the other appointed from another college for their terms of service. The student members shall be appointed by their respective Deans for a period of one academic year and shall serve without voting privileges; if a student member should cease to serve before completing a one-year term of office, that student's Dean shall appoint a replacement from the same academic unit to serve to the end of the academic year. Appointments shall start from an alphabetical

listing of the Colleges (Arts and Sciences, Business Administration, Education, and Visual and Performing Arts). Student members shall be appointed according to the alphabetical listing on a rotating basis. (Amended 4-05-79, 4-09-81, 4-20-88)

Section 4 All councils, committees, or entities at Winthrop University, to the extent of their responsibilities in the area of graduate academic affairs, not otherwise responsible to a major academic division, shall report to the Graduate Council. The Graduate Council shall approve, modify, or disapprove any programs, policies, or regulations made by such entities in the area of graduate instruction.

Section 5 The Graduate Council may meet in joint session with the Academic Council of the Faculty Conference to discuss matters of mutual concern when called to do so by the Chairs of the two councils. When such joint meetings take place, the Chair of the Academic Council shall preside. The two councils may establish joint committees and councils to pursue matters of mutual concern and may establish rules for joint activities, except that if voting takes place it shall be done separately by council.

Section 6 The voting members of the Graduate Council shall serve as a graduate petitions committee to hear petitions from graduate students. (Amended 9-27-77, 4-24-09)

## **Article VII – Committees**

Section 1 The Assembly shall establish and regulate any committees it deems appropriate.

Section 2 Each committee of the Assembly, standing or select, unless otherwise provided, shall elect its own Chair and Secretary, shall meet at the call of the Chair or any two members, and shall report at least once each academic year to the Assembly as scheduled by the Graduate Council. Any committee actions may be modified or reversed by the Assembly. All committee meetings shall be open to all members of the Assembly unless the committee specifically votes to meet in executive session. Membership on standing committees shall be for staggered three-year terms as determined by the regulations of the Assembly, and vacancies shall be filled by election for the unexpired term only.

## **Article VIII - Constituent Committees**

The members of the Assembly who are appointed from each major academic division of the University shall be eligible for membership in a graduate faculty committee of that division. Each such committee shall be responsible for the graduate academic programs of its division within limitations prescribed by the Assembly and shall report to the Graduate Council. The following are recognized as major academic divisions of the University: the College of Arts and Sciences, the College of Business Administration, the Richard W. Riley College of Education, the College of Visual and Performing Arts, and the Winthrop University Library. (Amended 4-09-81, 4-20-88)

## **Article IX - Parliamentary Authority**

The rules contained in the most recent edition of *Robert's Rules of Order* shall govern the Assembly, the Graduate Council, and all committees created under the authority of these *Bylaws*, in all cases to which they are applicable and in which they are not inconsistent with the relevant

*Bylaws* or special rules of order. All continuing special rules of order established by the Assembly shall be printed in the *Faculty Manual* of Winthrop University.

### **Article X - Amendments**

These *Bylaws* can be amended at any regular meeting of the Assembly by a two-thirds vote of the members voting, provided that the proposed amendment has been placed on the agenda by vote of the Assembly at the previous meeting.

### **Article XI - Ratification**

Section 1 These *Bylaws* shall be operative beginning August 15, 1975, provided they are first approved by the Assembly and ratified by the Faculty Conference of Winthrop University.

Section 2 All programs, policies, and regulations enacted under earlier *Bylaws* shall be valid and operative until changed.

### **Article XII – Curricular Review**

Section 1 **Renaming a course, changing a course description, adding a course, dropping a course, renumbering a course, adding or changing prerequisites or corequisites to a course, adding a designator, changing a designator, dropping a designator.** Any recommendation that renames a course, changes a course description, adds a course, drops a course, renumbers a course, adds or changes prerequisites or corequisites to a course, adds a designator, changes a designator, or drops a designator shall be reported to the Graduate Council for information purposes only. Such recommendations shall be communicated promptly in the report of the Graduate Council to the members of the Assembly. If no graduate faculty member places the recommendation on the agenda of the Assembly for further discussion within seven calendar days of receiving the report, then the recommendation shall become an action of the Assembly.

Section 2 **Changing graduation requirements in a degree program with no change in the overall number of semester hours required by the program.** A recommendation that changes the graduation requirements in a degree program with no change in the overall number of semester hours required by the program shall be reported to the Graduate Council. If the Graduate Council approves the recommendation, such approval shall be communicated promptly in the report of the Graduate Council to the members of the Assembly. If no graduate faculty member places the recommendation on the agenda of the Assembly for further discussion within seven calendar days of receiving the report, then the recommendation shall become an action of the Assembly.

Section 3 **Changing the overall number of semester hours required by a degree program, adding a degree program, dropping a degree program.** A recommendation that changes the overall number of semester hours required by a degree program, adds a degree program, or drops a degree program shall be reported to the Graduate Council. If the Graduate Council approves the recommendation, the recommendation shall be placed on the agenda of the Assembly.

Section 4 **Courses enrolling undergraduate and graduate students.** A recommendation that falls under Section 1 of this article and involves a course that enrolls both undergraduate and graduate students shall be reported by the college curriculum committee both to the college faculty assembly and to the Graduate Council. If both of these bodies approve the recommendation, it shall be forwarded to the Committee on University Curriculum and shall be

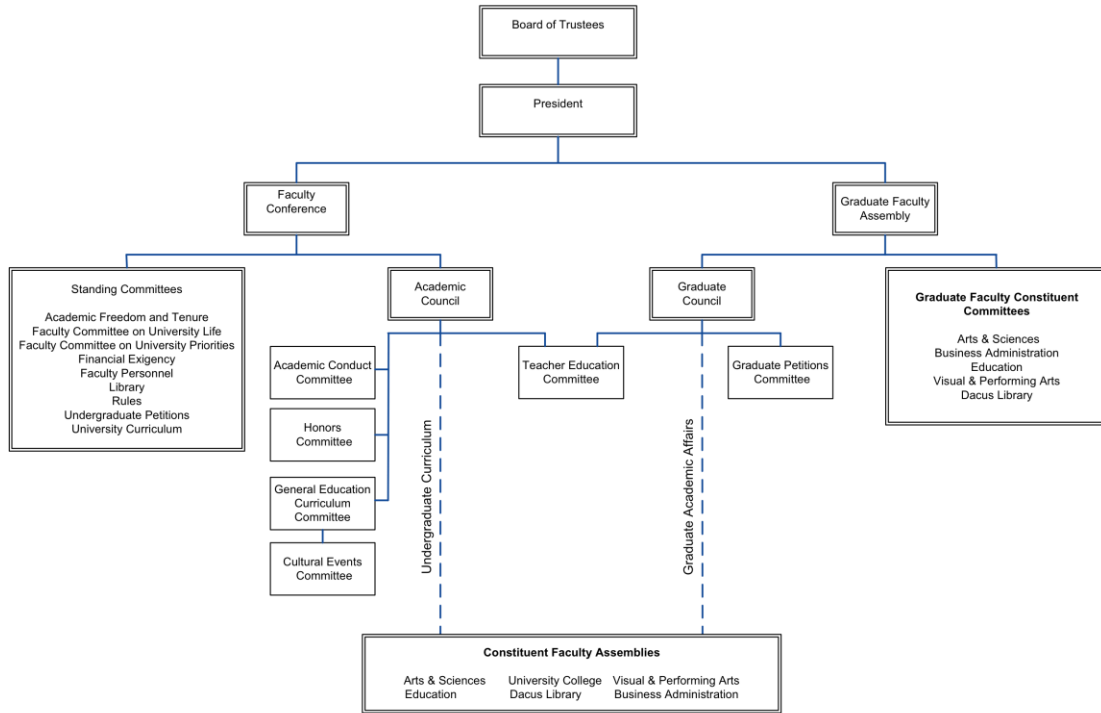
approved or denied in the manner described in the *Bylaws of the Faculty Conference of Winthrop University*. If both of these bodies deny the recommendation, it is denied. If one of these bodies approves the recommendation and the other denies the recommendation, it is denied, but the Committee on University Curriculum may (but is not obliged to) suggest means for producing a recommendation that could be approved by both bodies.

**Section 5 Teacher education courses.** A recommendation that affects teacher education programs or courses used in these programs shall be reported to the Teacher Education Committee after it is approved by a college faculty assembly. A recommendation that falls under Section 1 of this article (except for recommendations to add or change prerequisites or corequisites to a course) shall be reported to the Teacher Education Committee for information only. A recommendation that adds or changes prerequisites or corequisites to a course or that falls under Sections 2 or 3 of this article shall be reported to the Teacher Education Committee. If the committee approves the recommendation, it shall be reported to the Graduate Council and shall be approved or denied in the manner described in the appropriate section of this article. (Amended 4-24-09)

**Table III: Process for Approving Matters Relating ONLY to Graduate Curriculum**

<b>Curriculum Action</b>	<b>College Graduate Faculty Votes</b>	<b>TEC Votes</b>	<b>Graduate Council Votes</b>	<b>Graduate Faculty Assembly Votes</b>
Rename a course or change course description; Add, drop, or renumber a course; Add, change or drop a designator	Yes	No; Sent forward for information only	No; Sent forward for information only	No
Add or change a pre-requisite or corequisite	Yes	If applicable	No; Sent forward for information only	No
Change graduation requirements in a degree program (no change in overall # of hours)	Yes	If applicable	Yes	No
Change # of hours needed to complete a degree program; Add or drop a degree program	Yes	If applicable	Yes	Yes

## Organization of Faculty Governance



2/16/2010