

# THE FACULTY CONFERENCE BYLAWS

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## **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. If the President cannot support the actions taken by the Faculty Conference, the President shall communicate the reasons for this lack of support to the faculty within thirty days. By a two-thirds vote of a quorum, the Faculty Conference may appeal the President's 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 be eligible to be elected to no more than two succeeding two-year terms. 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 Election of Faculty Conference Chair

- A. **Nomination & Election Procedure.** The Faculty Conference shall recognize nominees for Faculty Conference Chair at a regularly scheduled meeting of the Faculty Conference. Nominations for Chair shall be made from the floor at the meeting or received beforehand.

Nominees must meet the requisite requirements to hold the position of Faculty Conference Chair. A minimum of two nominees are required for an election to be held. If a nominee later withdraws from consideration, an open call will be made by email from the current or interim Faculty Conference Chair for additional nominations. After establishing a minimum of two nominees who agree to stand for election, an electronic vote using the Borda method will be held to determine the winner.

Any member of the Faculty Conference may nominate a fellow member of the Faculty Conference for the position of Chair during a regularly scheduled meeting of the Faculty Conference. Nominees meeting the requisite requirements to hold the position of Faculty Conference Chair may self-nominate as well. Nominations may be made by email if a candidate previously nominated declines to stand before the electronic vote.

- B. **Withdrawal Procedure.** A person nominated for the position of Chair may withdraw their nomination at any time before the electronic vote. Withdrawals must be made in writing and must be submitted to the current or interim Faculty Conference Chair.
- C. **Electronic Voting Procedure.** The electronic vote will be conducted using a secure online voting system using the Borda method. All members of the Faculty Conference will be eligible to vote in the electronic vote.

Section 3 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 4 The Secretary of the Faculty Conference shall be appointed by the Chair of the Faculty Conference.

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

Section 6 The date for the formal commencement of new terms for faculty officers shall be the beginning date of the nine-month appointment.

## 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 posted online on the Faculty Conference webpage 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 and Technology, the Richard W. Riley

College of Education, Sport, and Human Sciences, the College of Visual and Performing Arts, the Winthrop University Library, the School of Graduate, Continuing, and Online Education, and the Honors College.

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

**Section 1 Membership.** Membership in the Faculty Conference for at least one year by the beginning of their appointment 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). Membership on the Faculty Committee on University Priorities, which meets with university administrators and considers topics of strategic importance to the university, shall be for staggered four-year terms. 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 appointment. From time to time the Faculty Conference, in consultation with the Student Government Association, shall determine rules concerning student representation on committees of the Faculty Conference.

Certain situations, such as a shortage of qualified faculty, may necessitate temporary exceptions to the committee membership requirements stated in Articles VIII and X. Detailed requests for such exceptions, including the duration of the requested exception period, must be submitted in writing to the Rules Committee, who will determine if the requests are appropriate and reasonable. Should the Rules Committee approve an exception request, the committee chair (or a designated Rules committee member) will present their approval decision to the Faculty Conference along with the duration of the requested exception period. This presentation facilitates discussion on the approval decision. Barring a motion within the Faculty Conference to override the Rules Committee's decision, the approval will take effect subsequent to the presentation. In such cases, documentation of approval will be maintained by the Rules Committee, Division of Academic Affairs, and the affected committee. Upon expiration of an exception, membership requirements will immediately revert to the standard requirements of these *Bylaws*.

**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, Tenure, and Promotion 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 electronically following 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 begins a 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 opening of electronic voting. Additional nominations may be made from the floor during the meeting immediately prior to the opening of electronic voting, provided that the consent of the nominee has already been obtained.
2. **Voting:** Voting members of Faculty Conference will be sent an invitation to complete an anonymous electronic ballot following the meeting where nominations for open positions are closed. Faculty Conference shall use the Borda method to tally all votes.
  - a. The faculty monitors will consist of The Faculty Conference Parliamentarian and the Chair of Faculty Conference as a witness. In the case in which the Chair of Faculty Conference or Parliamentarian is a candidate in an election, the Secretary of Faculty Conference will serve as a witness for that election.
  - b. In all elections, 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.

- c. 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 more favorable totals.
  - d. If there is a tie, the faculty monitors shall break the tie by a method of equal chance, e.g. coin flip.
3. Timeline: Voting faculty members will have seventy-two hours to complete the electronic ballot before it closes.
  4. Custody of Electronic Voting and Calculating Votes: The faculty monitors shall develop and distribute the electronic ballot. Vote totals will be calculated by the faculty monitors as described in Section 6.2 above.
  5. Notification: As soon as votes are tabulated, both winning and losing candidates shall be notified of the outcome by the Parliamentarian of the Faculty Conference. Complete election results shall then be distributed promptly to the faculty by the Parliamentarian 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, Tenure, & Promotion.** This committee shall be responsible for recommendations to the Faculty Conference with respect to policies on academic freedom, tenure, and promotion, shall serve as a hearing committee for cases arising under the procedures and policies on academic freedom, tenure, and promotion, and shall serve as a grievance committee in cases involving the granting of tenure or promotion. 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. Should the President appoint a designee to act in their place during a review of tenure or promotion cases, the appointee must not have already been part of the tenure or promotion decision process. 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 have the following membership: One member shall be elected by the faculty assembly of each degree-granting college, one member shall be elected by the faculty assembly of the Library, 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 or who has been involved in the matter must recuse themselves from deliberation on that case.

Administrative Officers, department chairs, and members of the Faculty Personnel committee shall be ineligible to serve on the committee.

**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; for periodic review (in concert with the Provost's Office) of tenure and promotion portfolio review policies and procedures to evaluate their efficacy; and for performing the duties of a faculty grievance committee except in the granting of tenure or promotion.

The committee shall consist of three members elected at large by the Faculty Conference, one member elected by the faculty assembly of each degree-granting college, and one member elected by the faculty assembly of the Library. All members of the committee must be tenured. While serving on the committee, a faculty member shall not be eligible for consideration for promotion. Service on the Committee, a constituent faculty assembly's personnel committee, or a department's personnel committee is mutually exclusive.

However, if a faculty assembly which includes departmental level review committees is unable to form a departmental personnel committee that includes a sufficient number of tenured members from that department, simultaneous service of not more than one member shall be permissible within the department personnel committee and the parent faculty assembly personnel committee only. Administrative Officers, department chairs, and members of the Academic Freedom, Tenure, and Promotion committee 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 have the following membership: two members elected by the faculty assembly of the College of Arts and Sciences; one member elected by the faculty assembly of each from the other degree-granting colleges; two student representatives; and the Dean of Library Services (ex officio). Faculty representatives shall serve for three-year terms, which shall be staggered according to Faculty Conference regulations, and student representatives shall be selected by the President of the Student Government Association at the beginning of each academic year. 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 have the following membership: one member elected by the faculty assembly of each degree-granting college, and one member elected by the faculty assembly of the Library. 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 updating these *Bylaws* on the Faculty Conference website following any approved changes, 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. This committee will also be responsible for considering and recommending temporary exception requests to committee membership as detailed in Article VII, Section 1.

The committee shall have the following membership: one member elected by the faculty assembly of each degree-granting college except the School of Graduate, Continuing and Online Education, one member elected by the faculty assembly of the Library, and one member elected at large 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, adding or changing requirements for a minor, and adding or dropping a micro-certificate. 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 have the following membership: one member elected by the faculty assembly of each degree-granting college, one member elected by the Honors Assembly, 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 the Registrar's designee. No member can simultaneously represent both their degree-granting college and the Honors College. All members of the committee shall have served three years as a full-time faculty member at Winthrop University by the beginning of their service. The members representing their degree-granting college and the Honors College 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 the Registrar's designee shall be non-voting 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 their 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 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 have the following membership: two members elected by the faculty assembly of 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 must be tenured. The Chair of the University Life Committee shall serve as an ex officio member of the Faculty Committee on University Priorities. The Chair of the University Life Committee shall attend open meetings of the appropriate committee of the Board of Trustees.

**Section 8 University Priorities.** This committee shall be responsible for providing 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 have the following membership: one member elected from each of the degree-granting colleges, one member elected by the faculty assembly of the Library, one member elected from the Honors Assembly, and one member elected by the Graduate Faculty Assembly. All members of this committee must be tenured. The Chair of the Faculty Conference shall serve as an ex officio member with vote. The Chair of the Faculty Committee on University Life shall serve as an ex officio member without a vote. The Chair of the University Priorities Committee shall attend open meetings of the Finance Committee of the Board of Trustees.

Membership on the Faculty Committee on University Priorities (FCUP) shall be for staggered four-year terms. The chair shall be elected by the members of FCUP to a two-year term that is staggered with the Chair of Faculty Conference. The Chair of the Faculty Committee on University Priorities, the Chair of Faculty Conference, and at least one elected member of the Faculty Committee on University Priorities shall be responsible for meeting with the President and, as appropriate, other Executive Officers of the University at least three times each semester and seven times over the fiscal year to provide updates about topics that are under the committee's charge. All members of the Faculty Committee on University Priorities shall attend at least one of the meetings each semester with the President and, as appropriate, other Executive Officers of the University.

**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 have 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 their 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, they will continue as a regular member of the committee while serving as an elected member on Academic Council.

**Section 10 Academic Integrity.** The Academic Integrity Committee shall be responsible for the development, execution, and oversight of initiatives designed to foster academic integrity by all in the Winthrop University community. The committee shall also be responsible for reviewing current university policies related to academic integrity and sending recommendations for changes to those policies to Faculty Conference for approval. The committee shall then be responsible for communicating the recommendations that are approved by the Faculty Conference to the appropriate parties and working with those parties, as needed, to facilitate the implementation of those recommendations. The committee shall report its activities to Faculty Conference at least once per academic year.

The committee shall have the following membership: one faculty member elected by the faculty assembly of each major academic division, as well as a student representative selected by the President of the Student Government Association. The committee will also have the following non-voting, ex officio members: The Dean of Students, and one representative each from the Winthrop Athletics Department and the International Center.

## **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 by the beginning of their appointment. 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 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 or 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 Student Government Association 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, their 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 they have served two years as a student at Winthrop University or two years as a faculty member at Winthrop University immediately preceding their 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 their grade for a particular assignment or for the course. The committee shall not hear cases in which a student merely believes they have 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 Student Government Association.

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 non-voting 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 President of the Student Government Association, 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 Vice President for Academic Affairs appoints a Chair and five other faculty; the Assistant Provost for Student Success (or his/her designee), and a representative from Records and Registration serve as non-voting, ex officio members. Membership on the committee shall be for staggered two-year terms, and the Chair is appointed for the duration of their term. The President of the Student Government Association 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: 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, the Library, and the Honors College; a Chair appointed by the Chair of the Academic Council from among the membership of the Academic Council; the Assistant Provost for Student Success; Director of Composition; the Director of HMXP; the CRTW Coordinator; the Director of First-Year Experience; and the Registrar or the Registrar's designee. The Chair of the committee, the Assistant Provost for Student Success, the Director of Composition, the Director of HMXP, the CRTW Coordinator, the Director of First-Year Experience, and the Registrar or the Registrar's designee shall be non-voting members of the committee.

**Section 4 General Education Assessment Committee.** This standing committee of the Academic Council is responsible for assessing both the General Education Core and the General Education Program on a regular basis to determine how the Core and the General Education program contribute to the development and achievement of the University Level Competencies and the student learning outcomes outlined for each general education component. Assessment of General Education shall occur every year on a rotating basis. The results of these assessments will be shared with Academic Council and with the Office of Assessment, as well as faculty

teaching in each of the general education component areas.

Membership shall consist of faculty appointed by the Chief Academic Officer: 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. The Director of Composition, the Director(s) of HMX, the CRTW Coordinator, the Director of First-Year Experience, and the Director of Assessment (Division of Academic Affairs) shall be permanent members of this committee. The Director of Assessment shall serve as the chair for this committee. All efforts will be made to appoint faculty with a working knowledge of assessment to this committee.

**Section 5 Honors College Advisory Committee.** The Honors College Advisory Committee recommends policies related to the implementation and evaluation of the Honors College. The Vice President for Academic Affairs, upon the recommendation of the Dean of the Honors College, appoints one representative from each of the degree-granting colleges for staggered two-year terms, and two student representatives from different degree-granting colleges for one-year terms. The Dean of the Honors College shall serve as Chair. The Dean of the College of Arts and Sciences, the Assistant Provost for Student Success, the Director of Undergraduate Research, and the Director of the Office of Nationally Competitive Awards serve as ex officio members. The committee reports at least once annually to the Academic Council.

**Section 6 Educator Preparation Committee.** The Educator Preparation Committee is an interdisciplinary committee of University and community representatives who assemble to review, analyze, and provide input on all aspects of the Educator Preparation Program at Winthrop University. The Educator Preparation Committee has the unique responsibility to ensure the integrity of the Educator Preparation 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 *Educator Preparation Committee Bylaws* available in the Repository.

## **Article XI – Curricular Review**

### **Section 1 Process for Approving Matters Relating Only to Undergraduate Curriculum.**

Curriculum recommendations 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 academic division, the committee shall vote to approve the recommendation, with the following exceptions:

- a. If the recommendation is for the following actions and was approved by a college faculty assembly
  - i. Renaming a course
  - ii. Changing a course description
  - iii. Adding a course designator
  - iv. Changing a course designator
  - v. Dropping a course designator
  - vi. Changing a grade mode on a course

In those cases, a vote is not required unless the recommendation is questioned. If the recommendation is not questioned then the recommendation shall become the action of the Committee on University Curriculum.

In the case of curriculum actions that do not originate in a College Assembly, these actions shall

be voted on by the Committee on University Curriculum.

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 committee is not unanimous in its approval, the recommendation shall be placed on the agenda of the Academic Council with a record of the committee's vote on the recommendation.

Academic Council shall review and vote on the recommendation, with the following exceptions:

- b. If the recommendation is for
  - i. Adding a course
  - ii. Dropping a course
  - iii. Renumbering a course
  - iv. Adding or changing prerequisites or corequisites to a course
  - v. Changing requirements for a minor
  - vi. Changing a grade mode on a course
  - vii. Adding or dropping a micro-certificate
  - viii. A recommendation in which a vote was not required of the Committee on University Curriculum and that committee's action was to approve the recommendation then a vote is not required unless the recommendation is questioned. If the recommendation is not questioned then the recommendation shall become the action of the Academic Council.

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 Faculty Conference. If all members of the committee are not in agreement, the recommendation shall be placed on the agenda of the Faculty Conference with a record of the committee's vote on the recommendation.

Faculty Conference shall review and vote on the recommendation with the following exceptions:

- c. If the recommendation is for
  - i. Adding or dropping a minor
  - ii. A change in graduation requirements for a major with no change in overall number of hours
  - iii. A recommendation in which a vote was not required of the Committee on University Curriculum or Academic Council and both committees action was to approve the recommendation

A vote is not required unless the recommendation is questioned. If the recommendation is not questioned then the recommendation shall become the action of Faculty Conference.

**Section 2 Courses enrolling undergraduate and graduate students.** Any recommendation that involves a course that enrolls both undergraduate and graduate students and:

- a. Renames a course
- b. Changes a course description
- c. Adds or drops a course
- d. Renumbers a course
- e. Adds or changes prerequisites or corequisites to a course
- f. Adds, changes, or drops a course designator
- g. Changes a grade mode on a course
- h. Changes graduation requirements in a degree program with no change in the overall number of semester hours required by the program

shall be reported by the college's 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 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 3 Educator preparation courses.** A recommendation that affects the Educator Preparation Program or courses used in this program shall be reported to the Educator Preparation Committee after it is approved by a college faculty assembly. 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.

**Section 4 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 1 in this article before being reported to the General Education Curriculum Committee.

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

|   | <b>Curriculum Action</b>   | <b>College Assembly Votes</b> | <b>EPC Votes</b> | <b>CUC Votes</b>   | <b>AC Votes</b>    | <b>FC Votes</b>    |
|---|--|-------------------------------|------------------|--------------------|--------------------|--------------------|
| <b>Curriculum action originates outside of a College Assembly</b> | Rename course or change course description; add, change or drop a designator, change a grade mode on a course; change the number of times a course can be repeated | N/A                           | If applicable    | Yes                | Only if questioned | Only if questioned |
|   | Add, drop or renumber a course; add or change requirements for a minor   | N/A                           | If applicable    | Yes                | Only if questioned | Only if questioned |
|   | Add or change a prerequisite or corequisite; change credit hour for an existing course   | N/A                           | If applicable    | Yes                | Only if questioned | Only if questioned |
| <b>Curriculum action originates within a College Assembly</b>     | Rename course or change course description; add, change or drop a designator, change a grade mode on a course; change the number of times a course can be repeated | Yes                           | If applicable    | Only if questioned | Only if questioned | Only if questioned |
|   | Add, drop or renumber a course; add or change requirements for a minor   | Yes                           | If applicable    | Yes                | Only if questioned | Only if questioned |
|   | Add or change a prerequisite or corequisite; change credit hour for an existing course   | Yes                           | If applicable    | Yes                | Only if questioned | Only if questioned |
|   | Add or drop a micro-certificate  | Yes                           | If applicable    | Yes                | Only if questioned | Only if questioned |
|   | Add or drop a minor  | Yes                           | If applicable    | Yes                | Yes                | Only if questioned |
|   | Change graduation requirements in a major (no change in overall # of hours)  | Yes                           | If applicable    | Yes                | Yes                | Only if questioned |
|   | 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 EPC if applicable), and |                    |                    |                    |
|---|------------------------|------------------------|---|--------------------|--------------------|--------------------|
| Curriculum Action   | College Assembly Votes | Graduate Council Votes | EPC Votes   | CUC Votes          | AC Votes           | FC and GFA Vote    |
| Rename course or change course description, change a grade mode on a course | Yes                    | Yes                    | If applicable   | Only if questioned | Only if questioned | Only if questioned |
| Add, drop or renumber a course  | Yes                    | Yes                    | If applicable   | Yes                | Only if questioned | Only if questioned |
| Add or change a prerequisite or corequisite                                 | Yes                    | Yes                    | If applicable   | Yes                | Only if questioned | Only if questioned |

**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.

## **Article X**

### **Section 4 General Education Assessment Committee**

This standing committee of the Academic Council is responsible for regularly assessing the General Education Program, consisting of the Core and the Components, to determine the contribution to the development and achievement of the University Level Competencies and the student learning outcomes outlined for the Core and each General Education Component. Assessment of the General Education Program occurs every year, with data analysis and discussion occurring on a three-year rotating basis. The results of these assessments are shared with the faculty teaching within the Core and each Component..

The Chair of the committee is responsible for (1) coordinating the overall General Education Assessment strategy, (2) calling meetings (at least one per semester) to discuss the execution of the data collection and data discussion process, and (3) aggregating submissions and data into the appropriate dashboards and repositories.

Committee members are assigned specific General Education Component(s) and are responsible for working with the relevant faculty to ensure (1) data gathering efforts are complete and submitted prior to deadlines, (2) data are discussed by faculty within each of the specific general education components, and (3) action plans for improvements based on these data are formulated and submitted prior to deadlines.

Membership consists of a faculty representative from each of the Core Curriculum areas and each of the General Education Components, to be appointed by the Chief Academic Officer. The faculty representatives shall be actively teaching within their respective designated General Education Component. All efforts will be made to appoint faculty with a working knowledge of assessment. The Director of Composition, the Director(s) of HMX, the CRTW Coordinator, the Director of First-Year Experience, and the Assistant Provost for Institutional Effectiveness are permanent members of this committee. The Director of Assessment serves as chair of the committee.