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## Constitution, Amended 2022

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# **Constitution of the Academic Affairs Committee College of Arts and Sciences, The University of Dayton**

## **Preamble**

The Academic Affairs Committee of the College of Arts and Sciences is organized under the authority stated in the Constitution of the University, Article VII, sections 2 and 3.

## **Article I: Name and Purpose**

The name of this organization shall be the Academic Affairs Committee (AAC) of the College of Arts and Sciences. Its purpose shall be to determine academic policy for the College of Arts and Sciences, and to facilitate a more effective cooperation among the administrators, teachers, and students in the College of Arts and Sciences in the interest of higher education and research, and the advancement of the standards, ideals and welfare of the University of Dayton. It is the intention of this document to ensure that the Social Sciences, the Sciences, and the Humanities shall be fairly represented in this organization, with the understanding that the numerical proportion of the faculty members of each division shall be duly respected.

## **Article II: Membership**

### **A. Types of Members**

The AAC shall consist of administrative representatives of the College of Arts and Sciences, representatives of the faculty of the College, and representatives of the student body of the College.

### **B. Administrative Representatives**

Administrative representatives shall not be eligible for election to the committee, even though they may have faculty status. The administrative representatives shall include the Dean of the College and the other administrators in the Dean's office (to be appointed by the Dean), but the total number of votes shall not exceed five (5). (Amended March 1982)

### **C. Faculty Representatives**

For the purposes of representation, the term "faculty" refers to all members of the Instructional Staff, under full-time Faculty contract to the University, who have been appointed by the University of Dayton to the ranks of Professor, Associate Professor, Assistant Professor, or to other full-time non-tenure track academic positions. Ranked faculty representatives shall be selected from each of the academic divisions of the College, (i.e., the division of the Humanities, the division of the Natural Sciences, and the division of the Social Sciences). Both ranked faculty representatives and full-time non-tenure track faculty representatives shall also be elected to at-large positions. All faculty representatives are voting members of the committee (amended March 1982; mended Feb. 18, 2022).

## **D. Student Representatives**

The term "student" refers to all full-time students within the College of Arts and Sciences who are enrolled in the College, registered for courses, working toward an academic degree, and in good academic standing as defined in the University Bulletin. Student representatives shall be selected from each of the academic divisions of the College. All student representatives are voting members.

## **E. Exceptions**

Exceptions to sections C and D may be made through favorable action on a petition submitted to the AAC. Such action must be taken prior to the election.

## **Article III: Nomination and Election**

### **A. Faculty Representatives**

1. Ranked faculty representatives shall serve two-year terms. They shall be nominated from their respective academic division by a vote of the entire ranked faculty of the appropriate academic division from a list indicating the names of all assistant professors, associate professors, and professors of that division. The four nominees for each division shall be those receiving the highest number of votes. In the case of a tie involving the fourth highest number of votes, all those in the tie shall be included on the list of candidates. The two nominees receiving the largest number of votes shall serve on the AAC as the faculty representatives for their academic division. (amended Feb. 18, 2022)
2. At-Large ranked faculty representatives shall serve two-year terms. They shall be nominated from a list indicating the names of all assistant professors, associate professors, and professors of the entire College of Arts and Sciences. The four nominees shall be those receiving the highest number of votes. In the case of a tie involving the fourth highest number of votes, all those in the tie shall be included on the list of candidates. The two nominees receiving the largest number of votes shall serve on the Committee as faculty representatives at-large. (amended Feb. 18, 2022)
3. At-large full-time non-tenure track representatives shall serve two-year terms. They shall be nominated from a list indicating the names of the full-time, non-tenure track faculty of the entire College of Arts and Sciences. The four nominees shall be those receiving the highest number of votes. In the case of a tie involving the fourth highest number of votes, all those in the tie shall be included on the list of candidates. The two nominees receiving the largest number of votes shall serve on the Committee as full-time, non-tenure track faculty representatives at-large. (amended Feb. 18, 2022)
4. In order to provide continuity on the AAC, the set of divisional ranked faculty representatives and the set of at large ranked faculty representatives and full-time non-tenure track representatives shall be elected in alternate years. (amended Feb. 18, 2022)

## **B. Student Representatives**

1. Regular and at-large student representatives shall serve one-year terms. They shall be selected as prescribed in the By-laws, considering a fair representation of each of the academic divisions of the College.
2. Student representatives shall be eligible to serve more than one term on the Committee.
3. Student representatives shall be elected by a method to be determined by the Academic Affairs Committee within the College of Arts and Sciences. (Amended March 1982)

## **Article IV: Officers and Sub-Committees**

### **A. Officers**

The officers of the AAC shall be a Chairperson, a Vice-Chairperson, and a Secretary. These officers shall be elected at the initial meeting of each academic year by a majority vote of the entire membership of the Committee.

### **B. Sub-Committees**

1. The AAC shall have the following standing sub-committees to facilitate its careful and efficient operation: An Executive Committee; an Academic Policy Committee; a Curriculum Committee for each academic division of the College; Educational Variations Committee (added by amendment October 21, 1971).
2. The membership and function of these sub-committees shall be as prescribed in the By-Laws.

## **Article V: Powers and Rights**

### **A. Powers**

The Academic Affairs Committee shall possess those legislative powers delegated to it by the faculty of the College of Arts and Sciences. After approval by the AAC, an academic policy shall become effective as stipulated by the AAC. Such policy shall be promulgated as official policy of the College of Arts and Sciences by the Dean of the College.

### **B. Rights**

As part of its right of responsible inquiry, the AAC may request information in specific areas from the councils of the University or from the academic divisions of the College of Arts and Sciences, and may appoint such committees or individual representatives to undertake such investigations as it deems necessary for its deliberations.

## **Article VI: Limitations and Reservations**

### **A. Limitations or Reservations**

1. No power given to the AAC is to be interpreted as infringing upon the powers of the Dean of the College, the Departmental Chairpersons, or the faculty of the College.
2. No action of the AAC shall be construed as lessening the accountability of faculty members to their chairpersons, to the Dean, the Provost, or the President of the University for faithful and efficient performance of their duties.
3. The AAC is so constituted that it will not infringe upon the administrative responsibilities of current academic councils in the University.
4. All academic policies in the College remain in force until and unless new action is taken and approved by the AAC.

## **Article VII: Meeting and General Procedure**

### **A. Meetings**

The AAC shall have meetings once in each month during the first and second terms of the academic year. The Secretary shall give notice to the members of a meeting at least one week in advance. Special meetings may be called as prescribed in the By-Laws.

### **B. General Procedure**

1. Meetings shall be open to the students and faculty of the College, as well as to other members of the University community. Guests may be permitted to speak if a majority of the AAC concurs.
2. Decisions on matters of general policy shall require a quorum of the members and a specified majority of favorable votes to pass, as prescribed in the By-Laws. Matters not of general application shall require only a simple majority of the members voting.

## **Article VIII: Ratification and Amendment**

### **A. Approval and Ratifications**

This constitution and its By-Laws shall be in effect when approved by a two-thirds majority of those faculty members of the College who are voting and when ratified by the Dean of the College.

### **B. Amendments**

Amendments shall be in effect when approved by a two-thirds majority of those faculty members of the College who are voting.