

THE COLLEGE FOR DESIGN and SOCIAL INQUIRY  
FACULTY ASSEMBLY BYLAWS

December 2, 2015

PREAMBLE

The Florida Atlantic University Faculty Senate (UFS) Constitution and Bylaws were established by the university faculty to define faculty governance of the University. In establishing them, it is recognized that authority for operation of the university is vested in the President of the University, by law and by the policies of the FAU Board of Trustees; at the same time it is recognized that faculty plays an essential role in the development of the policies and practices by which the university fulfills its academic mission. These bylaws are subordinate to federal, state, university policies and regulations, and presidential and provost memoranda.

In accordance with the UFS Constitution and Bylaws, the Faculty of the College for Design and Social Inquiry (CDSI) hereby adopts these bylaws for the Faculty Assembly (herein named Assembly) of the College. These bylaws are intended to facilitate and encourage an academic environment in which knowledge is generated, imparted and fostered. The faculty and administration of the College shall seek to achieve this goal through a partnership where faculty and administration work together with mutual respect, collaboration, and responsibility.

ARTICLE 1  
THE FACULTY ASSEMBLY

Section A. Definition of the CDSI Assembly

The Assembly is composed of all tenured, tenure track members and full-time Instructors as voting members.

Section B. Purpose of the Assembly

The Assembly shall be primarily concerned with: (1) matters of College educational policy, including curriculum, admissions, and degree programs; (2) matters of College faculty interest, including tenure, hiring policies, and promotion; (3) student affairs, and (4) administrative matters of general college interest.

Section C. Nonvoting Members

The Dean of the CDSI shall be a nonvoting member of the Assembly.

Section D. Officers

The Chairperson, shall conduct the business of Assembly meetings. He/she will also serve as a member of the University Faculty Senate.

#### Section E. Meetings

The Chairperson shall convene the Assembly at least once each academic semester at a time specified in writing to the membership. Notice of meetings and agenda shall be distributed to all members via e-mail at least 10 working days prior to the meetings. Special meetings of the Assembly will be called, upon due notice, at the request of the Dean or upon petition of 25 percent of the Assembly membership. At all meetings, a quorum shall consist of 40 percent of the membership. When feasible, meetings shall be held live in one room.

A majority of members present and voting is required to pass a motion in meetings of the Assembly and its committees. Proxy votes are not allowed. Meetings will be limited to two hours.

## ARTICLE 2 STANDING COMMITTEES

#### Section A. Election of Committee Members

Members of standing committees are elected for two-year terms. Except as otherwise noted, committee chairpersons are elected annually by the membership of the Faculty Assembly from among the committee's membership.

#### Section B. Committee Titles and Responsibilities

##### *1. Steering Committee*

The Assembly members of each academic unit (departments or schools) shall elect one of its members to this committee. The Committee shall meet as necessary, and a majority shall constitute a quorum. The Committee shall prepare and distribute the agenda of all Assembly meetings. The Committee may consider, advise and make recommendations to the Assembly on all matters. It may investigate, prepare or request informational and advisory reports and invite any member of the Assembly or College administration to sit with it for deliberation and advice. In performing its functions, it may establish ad hoc committees as needed. The Steering Committee shall have the power to assign matters to standing and ad hoc committees.

##### *2. Undergraduate Programs Committee*

The Undergraduate Programs Committee is made up of one (1) faculty member from each of the College's academic units (departments or schools) elected by the Faculty of those units. The Committee reviews all proposals, approved by the respective School faculty, for new undergraduate courses or programs and for changes in existing courses or programs. Approved proposals are forwarded to the Undergraduate Programs Committee of the University Faculty Senate. If the Committee does not approve a proposal it returns it to the requesting unit with a written explanation. The Committee hears and renders judgment on all undergraduate petitions. The Chair of the Committee represents the College on the University Faculty Council

Undergraduate Programs Committee. The Committee meets as often as necessary to complete its business.

*3. Graduate Programs Committee*

The Graduate Programs Committee is made up of one (1) faculty member from each of the College's academic units (departments or schools) elected by the Faculty of those units. The Committee reviews all proposals, approved by the respective School faculty, for new graduate courses or programs and for changes in existing courses or programs. Approved proposals are forwarded to the Graduate Programs Committee of the University, Graduate Council and finally the University Faculty Senate. If the Committee does not approve a proposal it returns it to the requesting unit with a written explanation. In addition to the Chair of the Graduate Programs Committee, one (1) faculty member from the Assembly shall be elected to the University Graduate Council.

*4. College Personnel Committee*

The Personnel Committee is made up of one (1) tenured faculty member from each of the College's academic units (departments or schools) elected by the faculty of those units. The Committee reviews all promotion and tenure recommendations in the College and forwards its decisions on these to the Dean. The Chair of the Committee represents the College on the University Faculty Senate Promotion and Tenure Committee. The Committee meets as often as necessary to complete its business.

*5. College Awards Committee*

The Awards Committee is made up of one (1) faculty member from each of the College's academic units (departments or schools). Its members are elected by the faculty of the academic units. The Committee reviews nominations for all College student and faculty awards and makes recommendations on these to the Dean. The Chair of the Committee represents the College on the University Awards Committee. The Committee meets as often as necessary to complete its business.

*6. Research Committee*

The Research Committee is made up of one (1) faculty member from each of the College's academic units. Its members are elected by the faculty of the academic units. The Committee reviews proposals for the establishment of College centers or institutes. It promotes and disseminates the research activities of the College through posting to the CDSI website. The Committee meets as often as necessary to complete its business.

ARTICLE 3

ELECTION OF ASSEMBLY MEMBERS TO UNIVERSITY FACULTY SENATE

Section A. Eligibility

All members of the College Assembly are eligible for nomination and election to any of the positions allocated to the College on the University Faculty Senate.

Section B. Term

The UFS members serve for two year terms.

Section C. Nomination

The Chairperson of the Faculty Assembly shall request nominations at-large from the Faculty.

Section D. Election

The Chairperson will conduct the election process. He/she will distribute the ballots, paper or electronic, to the voting members of the Assembly and will report the results to the University Faculty Senate, the Provost, and to those elected.

ARTICLE 4  
AMENDMENT

Section A. Parliamentary Authority

The Assembly shall operate according to the latest revised edition of Robert's Rules of Order.

Section B. Proposal of Amendments

An amendment to the CDSI Assembly Bylaws may be proposed by ten percent of the members of Assembly or the Steering Committee for consideration. The Steering Committee Chair shall distribute the amendment via e-mail to the members of the Assembly as an agenda item at least 10 workdays days prior to the meeting at which the amendment or amendments are to be considered.

Section C. Adoption of Amendments

Amendments will be adopted by a two-thirds vote of the members of the Assembly present and voting at any meeting, providing that the text of any proposed amendment or amendments has been distributed via e-mail to the members of the Assembly as an agenda item at least 10 workdays days prior to the meeting at which the amendment or amendments are to be considered.

ARTICLE 5  
ENACTMENT

The provisions of these Bylaws shall be enacted and shall govern the activities of the CDSI Assembly upon an affirmative written vote of a majority of the Assembly members, subject to the approval of the Provost.