

University of Rhode Island College of Arts and Sciences College By-laws

[Adopted at the 4/14/2014 Arts and Sciences College Faculty Meeting; revised fall 2021 for approval at spring 2021 college meeting]

VISION, MISSION, AND ORGANIZATIONAL VALUES

VISION

To advance understanding of the world and our responsibilities as citizens through innovative teaching, meaningful research, creative work, and community outreach. To be renowned for our contributions to the arts, humanities, sciences, and social sciences, as well as interdisciplinary pursuits, and to attract incoming students and new faculty to the College of Arts and Sciences.

MISSION

The mission of the College of Arts and Sciences, consistent with our designation as a unique Land, Sea, and Urban Grant university, is to be an active and dynamic site of learning, through cutting-edge research, creative work, and through preparing and empowering students at all levels to be productive and engaged global citizens who view education as a lifelong endeavor and responsibility. Our mission is to increase knowledge and understanding of complex, interdependent contexts, expand horizons, find solutions, and enrich lives.

The College of Arts and Sciences brings together and supports undergraduate and graduate programs across the arts, humanities, sciences, and social sciences. We are committed to excellence in teaching, research, and service at all levels. Our academic units create learning experiences that stress the free and rigorous pursuit of knowledge, intellectual curiosity, respect for differences across cultures and perspectives, a passion for personal expression, and an investment in the responsibilities of an educated global citizen in a democratic society. The College facilitates students' development into leaders and global citizens who think critically and creatively, communicate effectively, and participate actively in local and global communities.

ORGANIZATIONAL VALUES

For our faculty, students, and staff, we value:

- Intellectual achievements and cultural traditions in the arts, humanities, sciences, and social sciences
- Collaboration with students in research, learning, and outreach
- Diversity, inclusivity, civic, and global engagement
- Intellectual curiosity, creativity, critical thinking, and scholarly inquiry

Life-long learning and pursuits that are interdisciplinary, integrated, satisfying, and meaningful

1) DEPARTMENTS AND OTHER UNITS BELONGING TO THE COLLEGE

- a) **Departments:** The College comprises the following departments divided into five disciplinary areas: (1) Fine Arts and Design, including the departments of Art and Art History, Music, Theatre; (2) Humanities, including the departments of English, History, Modern and Classical Languages and Literatures, and Philosophy; (3) Social and Behavioral Sciences, including the departments of Economics, Military Science and Leadership, Political Science, and Sociology and Anthropology; (4) Harrington School of Communication and Media, including the departments of Communication Studies, Journalism, Library and Information Studies, and Writing and Rhetoric; (5) Mathematics and Physical Sciences, including the departments of Chemistry, Computer Science and Statistics, Mathematics and Applied Mathematical Sciences, and Physics; (6) Interdisciplinary, including the departments of Africana Studies, and Gender and Women's Studies.
- b) **Interdisciplinary Programs:** In addition to the departments listed, the following interdisciplinary programs are administered by the College of Arts and Sciences: Criminology and Criminal Justice, Data Science, Film Media, **ISD**, Public Relations, and Sports Communication and Media. The following programs are affiliated with the College: Honors Program, International Business Program, International Engineering Program, and International Pharmaceutical Sciences Program.
- c) **Centers:** The following centers also are housed in or affiliated with the College: Center for the Humanities; Center for Nonviolence and Peace Studies; Department of Homeland Security Center of Excellence for Explosive Detection, Mitigation, and Response; Feinstein Center for a Hunger Free America; and John Hazen White Sr. Center for Ethics and Public Service.

2) FACULTY OF THE COLLEGE OF ARTS AND SCIENCES

- a) **Membership:** The group of full-time and continuing faculty members assigned to one of the departments listed in B. i. shall constitute the faculty of the College of Arts and Sciences. The Dean (see D.) shall be the presiding officer. Full-time and continuing faculty members jointly assigned to the College of Arts and Sciences and another college shall also be considered as members of the Arts and Sciences faculty. College faculty members temporarily assigned to positions of Arts and Sciences assistant or associate dean shall continue to be considered as members of the College faculty. (See University Manual 4.50.10.)
- b) **Meetings; quorum requirement:** The faculty of the College of Arts and Sciences shall meet at least once a semester at the call of its dean and determine its own procedures, consistent with policies prescribed by the University Faculty through its Senate. The dean shall call a special meeting of the College faculty on the written request of 25 percent of its members. Tenure-track College faculty members are expected to attend College faculty meetings. Ten percent of the full-time and continuing faculty members shall constitute a quorum. An Agenda containing all items proposed for action shall be distributed to faculty five (5) workdays prior to the meeting. (See *University Manual*

4.50.11, 12.) Meetings of the faculty shall be conducted in accordance with Sturgis, *Standard Code of Parliamentary Procedure*. Minutes of the meeting, taken by a recording secretary provided by the Arts and Sciences Dean's Office, shall be made available to the College Faculty. Full-time non-tenure track faculty members assigned to the College of Arts and Sciences are invited to attend and participate in College faculty meetings, but their attendance is voluntary. In accordance with *University Manual* section 4.50.13, such faculty members shall have voting privileges on items requiring Faculty Senate approval when they have held their positions for at least one year.

3) DEAN OF THE COLLEGE OF ARTS AND SCIENCES

The Dean of the College of Arts and Sciences shall be responsible for effective administration of the College; promote its academic efficiency by every approved means; give attention to the programs of study, their purposes and content, the effectiveness of instruction, the advisement of students, the supervision of the faculty and the development of an effective research environment; recommend to the Provost and Vice President for Academic Affairs persons for appointment, dismissal or other change in status; and prepare a budget of estimated receipts and expenditures for his/her administrative unit for the ensuing year and, after it has been approved, administer it. (See *University Manual* 3.20.10.) The Dean shall also have the authority to appoint ad-hoc committees when doing so appears desirable.

4) DEAN'S OFFICE

The Dean's Office consists of the following personnel: two Associate Deans who supervise all academic programs, undergraduate and graduate recruitment, Living Learning Communities, and research and who serve as liaisons with other colleges and various administrative offices; an Assistant Dean who manages the Student Academic Services office, academic advising, and commencement; a Student Academic Services Coordinator; Transfer Advisor; a Director of Development and Associate Director of Development who manages fundraising and stewardship of donors and other supporters of the College and who serves as a liaison to the URI Foundation;; a half-time staff person to the Center for Career and Experiential Education who secures placements, manages and reports on internships and experiential learning; a Business Manager, Assistant Business Manager, and Business Analyst who provide budgeting, scheduling, and other fiscal support; an Executive Assistant to the Dean who provides support for the Dean as well as for events and alumni outreach; and one Senior Word Processing Typists who provides support for the Student Academic Affairs office, the associate deans and the curriculum committee and process.

5) DEPARTMENT CHAIRS AND CHAIRS' COUNCIL

a) Department Chairs: Department Chairs shall have administrative responsibility for the program or programs of their departments; cooperate with department members in planning and developing policies and programs; evaluate the instructional, research, and administrative processes of the department and make recommendations to the dean; evaluate periodically the department members and report the evaluations as required; recommend appointments, reappointments, promotions, and dismissals of department members; ensure that adequate supervision, advice and training are provided to new department members and others who might profit therefrom; generally promote the

welfare of the College, its departments, and the University by every appropriate means; and carry out such other duties as are set forth in the *University Manual*. (See *University Manual* 3.21.10)

- b) Chairs' Council:** The Chairs' Council, consisting of all Arts and Sciences Department Chairs and program directors presided over by the Arts and Sciences Dean, shall have regular meetings during the academic year at least once every month. The Council shall also meet when called by the Dean and upon request by at least 25% of its members. Council members shall be given an opportunity to convey to the Dean problems with administrative policies and other concerns; the Dean shall use these meetings to convey information about administrative procedures and allow discussions of them; also, opportunities for exchanges on other matters shall be provided. Arts and Sciences Assistant and Associate Deans shall participate in these meetings.

6) DEPARTMENT FACULTIES AND MEETINGS (See *University Manual* 4.60.10-11)

The group of full-time and continuing Arts and Sciences faculty members assigned to an individual department shall constitute the faculty of that department. Full-time and continuing faculty members assigned to more than one department shall have full voting privileges in all the departments to which they are assigned. Efficient operation of departments necessitates regularly scheduled department meetings. Monthly meetings are suggested as a minimum. A democratic procedure in the conduct of department meetings is essential. The chairperson shall be the presiding officer of these meetings. He or she shall be responsible for keeping all members fully informed on matters of concern to the department.

Among the matters discussed in department meetings shall be the advisability of introduction of new courses, especially those that give members opportunities for developing specific interests, provided, however, that more essential courses are not dropped or neglected. Proposals to eliminate courses, modify existing courses, introduce new courses, or modify the requirements for majors in the academic field or fields administered by a department shall be submitted to the Arts and Sciences Curriculum Committee only after having been approved by a majority of the department members having voting authority on these matters, or by a departmental curriculum committee which has been empowered by departmental vote to act in behalf of the department with regard to curricular matters.

Full-time and continuing faculty members are expected to attend meetings of their department faculties. Departments are encouraged to invite their full-time non-tenure track faculty members to department meetings. Attendance of such persons is voluntary, however, in accordance with *University Manual* section 4.60.12, they shall have voting privileges on items requiring Faculty Senate approval when they have held their positions for at least one year. Agendas to department meetings shall be made available to department members a week prior to department meetings. Minutes shall be distributed within a week following department meetings.

7) GENERAL RULES ON STANDING COMMITTEES

The College of Arts and Sciences shall have the following standing committees:

Arts and Sciences Committee on Assessment (I. i.)
Arts and Sciences Dean's Advisory Committee (I. ii.)
Arts and Sciences Curriculum Committee (I. iii.)
Arts and Sciences Committee for Equity and Anti-racism (I. iv.)
Scholastic Standing and Petitions Committee (I. v.)
Center for the Humanities Executive Committee (I. vi.)
Arts and Sciences Committee on Research, Scholarship, and Creative Work (I. vii.).

Unless different rules are stated in the By-laws sections for individual committees, all committees shall be subject to the following provisions, (1)-(7):

- (1) It is expected that each committee meet at least once every semester.
- (2) In the case of committees that do not have a chair at the beginning of the Academic Year, the Dean shall designate a committee member to serve as "convener," who shall see to it that the first meeting is scheduled. At the start of the first meeting, the committee shall, under the convener's direction, select a committee member as chair.
- (3) Committees shall make available to the College Faculty agendas for their meetings (except, in some cases, for the first—organizational—meeting of the Academic Year).
- (4) Committees may invite interested parties, including Arts and Sciences lecturers, to meetings to ask them for input.
- (5) As soon as elections and appointments to standing committees are completed, Arts and Sciences faculty members shall be informed about the composition of the committees.
- (6) Each standing committee shall present a report to the Arts and Sciences faculty at the end-of- the-Semester College meeting and file a written report with the Dean.
- (7) The three-year terms of committee members elected or appointed to full terms shall begin on the day after the Spring Semester final exam period and end on the last day of the Spring Semester final exam period.

8) **INDIVIDUAL STANDING COLLEGE COMMITTEES**

a) Arts and Sciences Committee on Assessment

- i) **Charge:** The Arts and Sciences Committee on Assessment shall facilitate and support program assessment within the College and provide counsel to the Dean and the faculty on assessment issues. Working in collaboration with the Dean's Office, the Committee shall maintain an awareness of available infrastructure support within the University and provide mentoring or resources to assist all undergraduate and graduate programs of the College in meeting University standards as well as their own department's assessment goals. At the beginning of each academic year, the Committee shall review program compliance with University assessment goals and work closely those units scheduled to submit an assessment plan or report. At the last College faculty meeting of each academic year, the Committee shall issue a report on the status of program assessment within the College and note areas

needing to be addressed during the upcoming year.

- ii) **Membership and quorum:** The committee shall comprise six members elected by the full-time faculty of the College. The Nominating Committee shall strive as much as possible to include representatives from each of the five disciplinary units mentioned in B. i. If possible, at least one member shall serve simultaneously on the University's Learning Outcomes Oversight Committee; an Assistant or Associate Dean of the College, who serves as Assessment Liaison, shall serve in an ex officio capacity. All members shall serve three-year terms, staggered, with two members elected each year of a three-year rotating cycle. Four members and an Assistant or Associate Dean or, in their absence, a designated representative, shall constitute a quorum.

b) Arts and Sciences Dean's Advisory Committee

- i) The A&S Dean's Advisory Committee is an essential element of shared governance within the college. The Committee supports the college and offers counsel, feedback, constructive criticism, and an alternative pathway to the faculty at large and the diversity of perspectives in the college.
- ii) **Charge:** The Arts and Sciences Dean's Advisory Committee shall counsel the dean on college business such as the strategic plan, professional development initiatives, Dean's Excellence Awards, event fund requests, and current issues impacting the university and college and advise the dean on other matters they might wish to bring before the committee. The committee shall also act as a conduit for communications between Arts and Sciences faculty and the Dean. The committee shall also periodically review the Arts and Sciences College By-laws and make recommendations for any needed updates.
- iii) **Membership and quorum:** The Committee shall comprise the Dean of the College, who shall also chair the Committee and eight members from the tenure-track or tenured Arts and Sciences College faculty. Nominees for the Dean's Faculty Advisory Committee are asked to provide a brief statement (150 words) as to why they wish to serve on the committee. Four members shall be elected by the College faculty for three-year staggered terms, with two elected during the first year, one during the second, and one during the third of a three-year rotating cycle. Four members shall be appointed by the Dean for three-year staggered terms, with one appointed during the first year, two during the second, and one during the third of a three-year rotating cycle. The Dean shall strive as much as possible to ensure that at least one representative and not more than two of each of the five disciplinary units mentioned in B. i. is included in the committee membership. Arts and Sciences College Assistant and Associate Deans shall be, upon invitation by the Dean, non-voting participants in the committee's meetings. The Dean and five faculty members shall constitute a quorum.

c) Curriculum Committee

- i) **Charge:** The Arts and Sciences Curriculum Committee shall examine all applications for changes in courses and curricula in the College of Arts and Sciences and recommend approval, denial, or revisions to proposals. The Curriculum Committee's recommendations shall be reported to the Arts and Sciences faculty. Normally transmission of proposals to the Curriculum Committee shall be from a department, via its chairperson, to the Dean, and from the Dean to the Curriculum Committee. For proposals with required Budget forms, the Dean will review before sending it on to the committee. Department chairs shall, when forwarding recommendations for such changes to the Dean, certify by their signature that these changes have been approved by the department faculty or a departmental curriculum committee authorized by departmental vote to act on curricular matters.

The Arts and Sciences Curriculum Committee shall recommend procedure, in conformance with procedures required by the Senate Curriculum and Standards Committee, to expedite handling of its business and keep the members of the faculty informed of recommended procedures. The Arts and Sciences Curriculum Committee may initiate proposals but shall not present them to the faculty before consulting with the departments concerned and with the Dean. The Committee shall have responsibility for periodic review of and recommendations for any desirable change in degree requirements for all students in the College of Arts and Sciences.

- ii) **Membership and quorum:** The Curriculum Committee shall comprise eight members to be elected by the Arts and Sciences faculty. The nominating committee shall strive as much as possible to include at least one representative and not more than two of each of the six disciplinary units mentioned in B. i. Members shall serve terms of three years, on a staggered basis, with three elected during the first year, two during the second, and three during the third of a three-year rotating cycle. Five members shall constitute a quorum. An Arts and Sciences assistant or associate dean shall be a non-voting ex officio member of the committee. The Arts and Sciences Dean's Office shall provide administrative assistance to the committee.

d) Arts and Sciences Committee for Equity and Anti-Racism

- i) **Charge:** The Arts and Sciences Committee for Equity and Anti-Racism shall counsel the Dean by advocating for equity and anti-racism in the College. The Committee shall primarily focus on ways to repair and improve the experience of racialized and other minoritized students, faculty, and staff in the college. This shall include, but not be limited to, matters related to Goal 4 of the College of Arts and Sciences Strategic Plan 2018-2022.

Anti-Racism in this context refers to: the work of actively opposing racism by advocating for changes in institutional systems and life in the college. These institutional systems may never mention any racial group, but their effect may still create oppression and disadvantage for Black, Indigenous and people of color. We

recognize that the intersectionality of race and other minoritized characteristics creates special challenges.

Equity in this context refers to: one's condition, opportunity and voice will not depend on race, color, national origin, religion, sexual orientation, gender identity, transgender status, age, disability, genetic information, marital status, status as a parent or intersections of these characteristics. To address inequities, the creation of targeted programs is often crucial.

- ii) **Membership and quorum:** The Committee shall be comprised of the following: a) The Dean, or Associate Dean, or Assistant Dean or College Diversity Officer who serves as the college committee liaison, b) six members from the full-time, continuing, Arts and Sciences faculty, three of whom shall be appointed by the Dean and three shall be elected at large by the college faculty, c) two A&S undergraduate majors who shall be appointed by the Dean d) and one graduate student in an Arts and Sciences graduate program who shall be appointed by the Dean. When appointing students and faculty committee members, the Dean shall primarily consider their degree of knowledge, expertise, and lived experience advocating for equity and anti-racism and to the extent possible appoint faculty and students from across the different academic programs. When faculty stand for election to the committee it is required that they include a short statement including any relevant experience and goals for the committee. Faculty members shall serve three-year terms that may be renewed. Student members shall serve one-year terms that may be renewed. Five members, together with the College Committee Liaison, shall constitute a quorum.

e) **Scholastic Standing and Petitions Committee**

- i) **Charge:** The College of Arts and Sciences Scholastic Standing and Petitions Committee shall consider and rule on student petitions related to their scholastic standing. Petitions shall be submitted by students on the College of Arts and Sciences Scholastic Standing and Petitions form. That form shall be available both electronically and in paper form in the Dean's office and/or departmental offices. Committee rulings shall be made available to the petitioner and the chair of the department(s) concerned in writing (electronic or paper) within five (5) calendar days from the ruling. Upon request by the student or department chair, the committee shall reconsider the ruling without prejudice, provided new evidence or considerations are introduced. The proceedings and rulings by the committee shall be archived in writing in the dean's office and available to any Arts and Sciences faculty. The Committee shall also rule on student requests for exceptions to courses of study or to other degree requirements or academic rules prescribed by the College of Arts and Sciences or by the General Faculty. All such petitions must be submitted in writing to the Dean of the College of Arts and Sciences, who shall forward them to the Scholastic Standing and Petitions Committee if he or she thinks that the petition has merit. The Committee's decision shall be final. Copies of all petitions, with their disposition, shall be kept on file in the

Dean's Office for a minimum of two years. (See University Manual 8.26.10-12.)

- ii) **Delegation of Authority:** The Committee may delegate to the Office of the Dean the authority to act upon specific petitions or categories of petitions. However, the Committee may not challenge the decision by the Office of the Dean if the decision or decision category has been ceded to the Office of the Dean. At the first meeting of the Committee in any given academic year, the categories of petitions ceded to the discretion of the Office of the Dean shall be reviewed, modified if warranted, and resubmitted to the Office of the Dean. The ex officio chair (see I. v. 3.) shall place the consideration of such ceded decisions on the agenda of the first meeting of the Committee every academic year.
- iii) **Membership and quorum:** The Scholastic Standing and Petitions Committee shall comprise five (5) elected members. The Nominating Committee shall strive as much as possible to include representatives from each of the six disciplinary units mentioned in B. i. The dean or her/his appointee shall serve as a non-voting ex officio chair of the committee. The Arts and Sciences Dean's Office shall provide administrative assistance to the committee. A quorum shall consist of three or more elected members plus the ex officio chair. Members shall be elected to three- year terms on a staggered basis, with two elected during the first year, two during the second, and one during the third of a three-year rotating cycle.

f) Center for the Humanities Executive Committee

- i) The Humanities Center Executive Committee shall be the chief policymaking body of the Center for the Humanities. It shall comprise six faculty members appointed by the Dean of the College of Arts and Sciences on a staggered basis for three-year terms and the Director of the URI Center for the Humanities, who shall serve as committee chair. The Dean shall consult the Director prior to appointing committee members. The Director shall be appointed for a three-year renewable term by the Arts and Sciences Dean on the basis of recommendations by a search committee consisting of three executive committee members designated by the Dean. Serving as Director shall be connected with a one-course release per semester.

g) Arts and Sciences Committee on Research, Scholarship, and Creative Work

- i) **Charge:** The College of Arts and Sciences Committee on Research, Scholarship, and Creative Work shall counsel the Dean on all matters related to research, scholarly, and creative work. This shall include topics related to (a) facilitating faculty productivity; (b) increasing external funding through improved communication with the Division of Research and Economic Development and the URI Council for Research, grant writing workshops, and pre-and post-award assistance; (c) improving physical facilities, equipment and internal funding to support the research/scholarship/creative work enterprise; (d) documenting faculty productivity and publicizing this work to the URI and larger communities; (e) increasing the number of graduate student assistants; (f)

improving collaboration between faculty and students at both the graduate and undergraduate level; (g) identifying barriers to research, scholarship and creative work and (f) any additional issues that affect faculty research, scholarly and creative productivity.

- ii) **Membership and quorum:** The Committee shall comprise the Dean of the College or an Associate Dean or an Assistant Dean who serves as Research Liaison, and seven (7) members elected at large from the college. When faculty stand for election to the committee, it is required that they include a short statement about their goals for the committee. Faculty members shall serve three-year terms that may be renewed. A quorum shall consist of four or more elected members plus the ex officio Dean's office Research Liaison. If the elected faculty members wish to discuss committee matters without the Research Liaison present, they may do so by the committee chair convening a special, *ad hoc* committee meeting.

PROCEDURES FOR BECOMING A MEMBER OF COLLEGE COMMITTEES AND BODIES OUTSIDE THE COLLEGE ON WHICH THE COLLEGE DOES HAVE REPRESENTATION

Unless the rules for an individual committee or for a body outside the College on which the College does have representation provide differently, Arts and Sciences committee members as well as members of other bodies shall be elected or appointed according to the following procedures:

During the month of April, the Dean of the College of Arts and Sciences shall solicit nominations from all department chairs and directors of units with faculty members eligible to serve on college committees and other university bodies with college representation, as well as from the College Faculty. Self-nominations are encouraged. These nominations shall be used to construct a ballot. Ideally, there should be at least two nominations for each position to be filled. In identifying persons for individual positions to be filled, the committee shall, if indicated, take into consideration the disciplinary unit (see B. i.), if any, that should be represented by the persons filling the position that is vacant.

After the electoral slate has been finalized, a secret vote shall be conducted via a secure survey form. All full-time tenure-track faculty members shall be eligible to participate in the vote. Faculty members shall be given at least seven days to submit their votes. The Dean shall appoint a member of the Arts and Sciences Dean's Advisory committee or Faculty Senate member as teller. The teller shall, in cooperation with the Dean's Executive Assistant, confirm the vote.

If an elected Arts and Sciences committee member resigns or becomes unavailable, the Arts and Sciences Dean shall appoint a replacement if the remainder of the term is less than one year. If the remainder of the term exceeds one year, a replacement shall be appointed by the Dean for the remainder of the academic year during which the person became unavailable; a replacement shall then be elected for the rest of the unavailable person's term. The person appointed by the dean may be a candidate for being elected for the rest of the term. If an Arts and Sciences committee member filling a position to which the Dean appoints members resigns or becomes

unavailable, the Dean shall appoint a replacement for the remainder of the term. If the committee member who resigns or becomes unavailable is the chair of the committee, the committee shall, at its next meeting and under the direction of a temporary chair appointed by the Dean, elect a committee member to serve as chair for the remainder of the Academic Year.

RULES ON AMENDMENTS

Changes to these By-laws may be made by the Arts and Sciences College faculty with regard to items falling under college faculty governance and by the Arts and Sciences Dean with regard to items reflecting administrative matters. It shall also be the responsibility of the Dean to update the By-laws whenever general University policy reflected in By-law passages is changed by Faculty Senate action, presidential decision, or in another manner.

Proposals to change By-law passages falling under Arts and Sciences faculty jurisdiction shall become effective by simple majority vote at an Arts and Sciences faculty meeting. Final action on a proposal to change such By-laws sections shall not be taken unless the proposal appears on the agenda for an Arts and Sciences faculty meeting. A proposal which appears on the agenda may be amended from the floor, and final action on the amended version may be taken at that meeting.

Whenever the Dean changes an administrative By-laws segment or updates the By-laws to make sure that they correctly reflect general University policy, the members of the Arts and Sciences faculty shall be informed of these changes as soon as possible.

In case of a disagreement as to whether a By-laws change falls under the authority of the Dean or requires approval by the College Faculty, the matter shall be referred to the Dean's Advisory Committee to decide the matter.