

College Bylaws and College Faculty Councils (CFCs)

Approved by the Faculty Senate April on 16, 2007, with editorial changes approved by the Senate Executive Committee operating on behalf of the Faculty Senate during the summer 2007 in consultation with the Provost and the University President.

I. College Bylaws

- A. Each college shall, by February 15, 2008, have written bylaws which shall describe the roles, procedures, and membership of all college standing committees. The bylaws shall provide a procedure for the approval and amendment of such bylaws by a majority vote of the permanent, full-time faculty of the college taken by a secret ballot.
- B. An up-to-date version of the bylaws shall be posted on the college website and linked to the college homepage in a conspicuous way, by the end of the Spring Semester 2008.
- C. The bylaws shall provide for a College Faculty Council to be operational by October 1, 2007, and constituted in a way consistent with the parameters outlined below. The College Faculty Council will operate as an *ad hoc* body until the bylaws have been developed and approved.

II. The College Faculty Council

A. The Role and Purpose of the CFC

1. The CFC is advisory to the Dean, who holds decision-making authority at the college level.
2. The purpose of the CFC is to promote collegiality and effective shared governance of the college by increasing the transparency and two-way communication between the faculty and the Dean with regard to the development of policy and to increase communication about the implementation of policy. The following areas are examples of issues upon which the CFC may advise the Dean. Additional areas may be determined in each college on a yearly basis through discussion between the Dean and the CFC.
 - Strategic planning

- Annual budgeting
- Hiring
- Space and resource allocation
- Reassign-time
- Salaries and raises
- Appointment and reports of *ad hoc* committees

B. Implementation and Membership of the CFC

1. Each college shall establish an Implementation Committee to coordinate and oversee the establishment of its CFC. That same committee shall also initiate the establishment of written bylaws in cases where such bylaws do not already exist. Membership of the Implementation Committee shall be the members of the college's delegation to the Faculty Senate plus the chairs of the college's Curriculum Committee and its Tenure and Promotion Committee.
2. The Implementation Committee should work with the Faculty Senate Executive Committee to address problems arising in its work that may require external assistance.
3. A CFC shall consist of at least four members.
4. Each department in each college shall have at least one representative on its CFC elected by the permanent, full-time faculty of that department. The college bylaws may specify additional members (for example: at large members or additional members for large departments).
5. CFC members must be tenured members of the department they represent, if the department has tenured members who are willing to serve. If not they should be tenure-track members.
6. Representatives shall serve three-year terms (after the first cohort, which will be elected to staggered terms). A department may recall any representative by a 2/3 vote.
7. The method by which the department will select its representative(s) to the CFC shall be determined by vote of permanent full-time faculty of the department (*i.e.*, instructors, lecturers, tenure-track, and tenured faculty).
8. Deans shall be *ex officio*, non-voting members of their CFC. Deans will respect their council's desire, on occasion, to meet without the Dean, or members of the

Dean's staff.

9. Department chairs are not eligible to vote for or to serve as representatives to the CFC.

C. Alternatives to the CFC

The body performing the functions here outlined for the CFC may be constituted differently if the faculty so desire, but any such alternative body must:

1. Be composed of a majority of the faculty who are elected by the permanent full-time faculty of the departments they represent.
2. Be chaired by a tenured, elected faculty member who is selected by vote of the elected members of the body.
3. Clearly acknowledge in its bylaws the prerogative of the elected members, when those members wish, to meet without the Dean, Deans' staff, or appointed members.
4. Be clearly identified in the college's bylaws as performing the functions of the CFC.
5. Be initially approved and then reaffirmed annually by a majority vote of the permanent full-time faculty members of the college by secret ballot as their preferred alternative to a CFC as outlined elsewhere in this document.

D. CFC Leadership

The chair of the CFC must be an elected department representative who has served on the council the previous year (this year-of-service requirement does not apply to the first cohort).

E. Operation

1. Consistent with its purpose of providing greater transparency and two-way communication between the faculty and the Dean, the CFC shall have the right to reasonable access to college information, consistent with privacy rights, in the areas identified in item II.A above.
2. Once the CFC is established in a particular college, the CFC should work with the Provost and/or the Ombuds to address problems arising in its work that may require external assistance, and should notify the Faculty Senate Executive Committee for information purposes.
3. All CFCs shall open their meetings to the public except as required by law or written KSU policy, publish agenda and meeting times in advance, and publish minutes or a meeting summary that, at a minimum, records attendance and all

actions, decisions, or recommendations of the CFC within one week of the end of the relevant meeting.

F. Frequency of Meeting and Summer CFCs

1. The CFC should meet as often as deemed appropriate by the council membership with a minimum of two meetings per semester. Each meeting shall be called by the chair of CFC. The Dean or any other member of the CFC can request a meeting by contacting the chair of the CFC.
2. Each CFC shall take necessary measures to assure continuing functioning of the CFC during the summer months. These may include, but are not limited to, establishing a reduced quorum requirement, allowing members to name proxies from among the tenured faculty of their department, and the election of an acting CFC chair. Determining the best mix of such necessary measures shall be the decision of the CFC itself, based on immediate circumstances and without outside intervention. Such a “Summer CFC” shall be recognized by the administration as the legitimate representative of faculty interests in the shared governance of the college during the summer months, and consulted accordingly.