

**College of Social Work and Criminal Justice
Florida Atlantic University
Faculty Assembly By-laws**

PREAMBLE

The faculty of the College of Social Work and Criminal Justice (CSWCJ) adopts these Bylaws to define the role of shared governance within the College. The Faculty Assembly ensures that faculty interests and perspectives are given due consideration in decision-making processes. These Bylaws are governed by and subordinate to where applicable, the Regulations of the Florida Board of Governors; the Regulations of the Florida Atlantic University Board of Trustees, University policies and regulations, federal and state laws, any collective bargaining agreement covering the faculty, and the President's and Provost's Memoranda. The goals of shared governance are to maintain respect and communication between faculty and administration making it possible for the University to function successfully. The administration, faculty, and staff will work together to foster collegiality among all members of the College.

ARTICLE I: GENERAL INFORMATION

A. Name

The name of this body shall be called the Faculty Assembly of the College of Social Work and Criminal Justice (CSWCJ), Florida Atlantic University.

B. Address

The address of the College is:
Florida Atlantic University
College of Social Work and Criminal Justice
777 Glade Rd.
Boca Raton, FL 33431

C. Purpose

The purpose of the Faculty Assembly of the CSWCJ shall be to:

- 1) Establish shared governance at the college level.
- 2) Be concerned primarily with but not limited to matters of:
 - a) educational policy, including curriculum, admissions, degree programs, and certificates;
 - b) general faculty interest, including tenure, hiring policies, and promotion;
 - c) student affairs;
 - d) college organization and the coordination of academic programs.

- 3) The assembly shall be advisory to the Dean in matters of planning and budgeting.

ARTICLE II: Membership

The Faculty Assembly of the College of Social Work and Criminal Justice of Florida Atlantic University shall consist of all full-time faculty members holding the rank of Professor, Associate Professor, Assistant Professor, Senior Instructor, University Instructor and Instructors who are on multi-year contracts (excluding visiting position). Ex-officio, nonvoting members include all faculty holding decanal titles and departmental directors. Full-time status referred to herein shall mean 1.0 FTE only. The Dean's office will provide a current list each academic year of faculty as described above to the Faculty Assembly upon request.

ARTICLE III: STEERING COMMITTEE

A steering committee of four faculty members will lead the work of the Faculty Assembly.

A. Members

A Steering Committee shall consist of two voting faculty members elected from and by each school. Steering Committee members will serve two-year staggered terms with new or continued service being determined in each school every year. The steering committee members will be elected toward the end of the Spring semester to serve the following two academic years but may not serve more than two consecutive terms (4 years in a row). If a Steering Committee position is vacated mid-term, the Steering Committee will seek a replacement to finish out the term of service.

B. Officers

The Steering Committee shall elect two officers; a Chair and a Vice-Chair who will act as the Secretary. The officers will serve for one-year terms beginning in the Fall semester through the academic year. Officers remain eligible to serve subsequent terms upon re-election. Officers cannot serve more than two consecutive terms (2 years in a row). Should the office of Chair be vacated mid-term, the Vice-Chair will become Acting Chair until a new Steering Committee member is elected from the school the former Chair came from. At that time, the Steering Committee may elect a new Chair for the remaining academic year.

C. Responsibilities

The Committee shall meet as necessary, and a majority shall constitute a quorum. The Committee may consider, advise, and make recommendations to the Assembly on all matters within the Assembly's jurisdiction. It may investigate, prepare, or request informational and advisory reports to the Assembly. Ad hoc committees can be established as needed.

ARTICLE IV: OFFICERS

A. Chair

The Chair of the Faculty Assembly shall:

1. Call all meetings of the Faculty Assembly.
2. Preside over meetings of the Faculty Assembly.
3. Represent the Faculty Assembly at meetings of the Dean and Directors by invitation of the Dean.
4. Represent the faculty as a whole to the Dean and other college administrators.
5. Solicit agenda items and distribute the agenda and relevant items five business (5) days prior to the faculty assembly meeting.
6. Determine that a quorum is available at the beginning of the meeting.
7. Conduct the meeting, including official discussion and/or vote on relevant items on the agenda.
8. Review the minutes from the prior meeting and return for distribution to the membership five business (5) days prior to the next Faculty Assembly meeting in preparation for approval.
9. Issue calls for nominations for University Faculty Senate and College standing committees.
10. Work with Department Chairs and the Dean's Office to ensure all College committee members are elected for the next academic year.
11. Encourage all standing committees to meet within the first six weeks of the Fall semester.
12. Upon available resources in the school/college, the chair shall receive one-course release during the academic year.
13. Shall receive secretarial support in the fulfillment of their duties.

B) Vice-Chair

The Vice-Chair of the Steering Committee shall:

1. Act as the Secretary of the Assembly.
2. Record the minutes of each meeting.
3. Distribute the minutes from prior faculty assembly meetings.
4. Conduct the meetings in the absence of the chair.
5. Consult and coordinate with the chairs of the standing and special committees.
6. Conduct all elections and votes on matters under consideration by the Faculty Assembly.

ARTICLE V: VOTING PRIVILEGES

A. The voting body of the Faculty Assembly shall consist of all full-time faculty members holding the rank of Professor, Associate Professor, Assistant Professor, Senior Instructor, University Instructor, and Instructors on multi-year contracts. Ex-officio, nonvoting members include all faculty holding decanal titles and departmental directors.

Faculty holding the rank of Senior Instructor, University Instructor, and Instructors on multi-year contracts do not have the right to vote on issues that solely impact tenure-line faculty.

B. Voting members of the faculty on sabbatical or other official forms of leave, including travel, annual leave, and sick leave, shall be permitted to cast absentee ballots in college elections and referenda.

C. Proxy votes or ballots shall not be permitted.

ARTICLE VI: MEETINGS

A. Schedule

There shall be at least one meeting of the Faculty Assembly each Fall and Spring semester. Additional meetings can be called as needed by the Steering committee or by a written petition of ten or more members of the faculty. Notice of meetings shall be distributed to all members at least 5 business days prior to the meeting.

B. Quorum

1. When 50% of each school's voting members are present a quorum is constituted. The points of view of all faculty directly affected by an issue are to be considered before voting on an issue.
2. All reasonable accommodations will be made to promote faculty engagement through in-person and remote attendance.

C. Voting Policies

1. Unless otherwise noted in the Bylaws, a consensus method of decision making shall serve as the procedural authority for the group. If the Faculty Assembly is unable to reach consensus then Robert's Rules of Order (Newly Revised) will be used. Whenever a formal vote is taken, academic and or faculty policies and curriculum changes shall be affirmed by a two-thirds vote of the faculty assembly.
2. Whenever possible faculty shall be notified of changes to be considered for voting at least five business days before a decision is to be reached.

D. Agenda

The agendas for Faculty Assembly meetings are generated by the Steering Committee Chair in consultation with Steering Committee members and should include the business of the college that require discussion or decisions raised by committees, administration, or individual faculty members. The Chair in cooperation with Steering Committee members will determine the final agenda. Faculty requesting items for placement on the agenda are encouraged to submit a written request to the chair at least 7 business days prior to the meeting and will include proposed motions for consideration. The agenda with action items shall be distributed by the chair at least five 5 business days prior to the meeting.

E. Minutes

Shall be recorded by the Vice-Chair. If the Vice-Chair is not present, another steering committee member will record the minutes. Minutes are a record of what was done at the meeting, not what was said at the meeting. The official copy of the minutes should include dean and chair reports, committee reports, correspondence, presentations, and motions, as applicable.

F. Guest Attendees at Meetings

1. Guest speakers who wish to present to the Faculty Assembly must request time on the agenda from the Steering Committee Chair at least 7 business days prior to the scheduled meeting. The Chair in cooperation with Steering Committee members will determine the final agenda. Presentations are to be kept brief and are to be done with the intent of gathering input from the faculty.
2. The Dean is welcome to present informational updates to the Faculty Assembly at each meeting.

G. Non-member Privilege

Any member of the faculty (.5 FTE, Visiting or single-year contract instructors), administration, staff, or student body shall have the right to attend meetings of the Faculty Assembly and to have the floor upon recognition by the Chair or Vice-Chair.

ARTICLE VII: STANDING COMMITTEES

A. Committee Titles and Responsibilities

The standing committees of the Faculty Assembly include:

1. Promotion and Tenure

The CSWCJ Promotion and Tenure Committee consists of four members, two elected by each school. The elected members should hold the rank of Professor. Under unique circumstances, where the School does not have a Full Professor to be elected as a member, an Associate Professor may serve on the Committee but may not vote on

any candidate aspiring to a higher rank than Associate Professor. In those instances, when there are fewer than three Professors serving on the College P&T Committee, the Dean will appoint an Ad Hoc Committee that includes Professors from CCJ or SW or other schools in the University in a similar discipline if there are no additional full professors in CCJ and SW.

The elected members serve a two-year term. The Chair of the College P&T Committee is elected by secret ballot at large from the College faculty assembly. In the event a member of the P&T Committee is under consideration for promotion, the department/school shall elect another member to substitute for that deliberation only. The College Promotion and Tenure Criteria Committee reviews all promotion and tenure recommendations and forwards its independent recommendation to the Dean. The Committee also reviews and makes recommendations to the Dean regarding tenure on all new appointments with tenure as a condition of appointment. The committee meets as often as necessary to complete its responsibilities.

2. Undergraduate Programs

The Undergraduate programs committee is composed of one faculty member from each school. The committee selects its chair if one is needed. 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. One of the two members of this committee serves on the University Undergraduate Programs Committee. The committee meets as often as necessary to complete its business.

3. Graduate Programs

The Graduate Programs Committee is composed of one faculty member from each school. The committee selects its chair if one is needed. The committee reviews all proposals, approved by the respective school faculty, for new graduate courses, certificates or programs, and for changes in existing courses or programs. Approved proposals are forwarded to the Graduate Council and the subcommittee Graduate 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 graduate petitions. The committee also considers graduate curriculum policies. One of the two

members of this committee serves on the University Graduate Council. The committee meets as often as necessary to complete its business.

4. Research

The Research Committee is made up of one faculty member from each school. The committee selects its chair if one is needed. The Committee reviews; proposals for the establishment of new College Centers and Institutes, applications for research grants; travel grants, and researcher of the year award. It shall also review and recommend procedures relating to these programs and other research issues. It promotes and disseminates the research activities of the College. The committee meets as often as necessary to complete its business. The committee shall meet as often as necessary to complete its business.

5. Non-Tenure Track Promotion

The committee is composed of two tenure track or non-tenure track full-time faculty from each school. The committee selects its chair if one is needed. The NTT committee's responsibility is to review instructor promotion portfolios in the College, make recommendations, after consultation with faculty, and then forward those decisions on to the Dean. The committee meets as often as necessary to complete its responsibilities.

6. Honors & Awards

The Honors & Awards Committee is made up of one faculty member from each school. The committee selects its chair if one is needed. 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 (not a standing committee of UFS as of now). The Committee meets as often as necessary to complete its business.

7. Diversity, Inclusion & Equity

The committee will be composed of at least two faculty chosen from each school. The committee will select a chair. The committee will act as a consultative body for the purpose of advising the Dean on the College's diversity, inclusion and equity issues as they relate to faculty, staff, and students. The committee shall: (1) propose activities and practices that enhance diversity and cohesion with the College's community of faculty, staff, and students with said proposals given strong consideration by the Dean, (2) assist in training of faculty and staff search committees to ensure best practices for inclusive searches, (3) and act as needed on issues as they relate to diversity, inclusion, and equity as they arise. The Committee shall meet as necessary to complete its business.

B. Committee Procedures:

All existing Committees and future committees of the Faculty Assembly of the College of Social Work and Criminal Justice shall be subject to the following:

1. Reports
Each committee shall report to the Faculty Assembly as requested by the Steering Committee.
2. Representation
Members representing each school shall be responsible for keeping their respective faculty informed of committee business.
3. Nominations & Election
Committee members shall be selected by their respective school's faculty near the end of the spring semester and assume office at the beginning of the fall semester. All standing committee members shall serve two-year, staggered terms.
4. Results will be published on website and will be shared with and sent to the Dean's office.

ARTICLE VIII: ELECTION OF COLLEGE MEMBERS TO UNIVERSITY FACULTY SENATE

A. Eligibility

There shall be two faculty member representatives to the University Faculty Senate unless otherwise stipulated by the University Faculty Senate Constitution and Bylaws. They are to be elected from the voting members of the Faculty Assembly. The preference would be for one Senator to come from each school.

B. Nomination

The Vice-Chair of the Faculty Assembly shall request nominations at-large from the voting members of the Faculty Assembly.

C. Election

Elections are to take place in the Spring semester for terms that begin April 1st. The Vice-Chair or a replacement designated by the Chair should the Vice-Chair be a candidate, will conduct the election process. A vote may take place at a meeting where a motion is made. The election can be decided by ballot, paper or electronic, or a verbal or show of hands vote subject to these conditions:

1. Any election will be decided by electronic or paper ballot when any member at the meeting requests it.

2. If a tie vote occurs, the Vice-Chair will repeat the ballot process. If the second vote is a tie, the third vote is taken among tenure-line faculty only.
3. The winners shall be determined on the basis of who has received the most votes.
4. The Vice-Chair will report the results to the University Faculty Senate and the Provost.

ARTICLE IX: AMENDMENTS TO COLLEGE BYLAWS

The Bylaws of the College of Social Work and Criminal Justice Faculty Assembly are to be considered as in a state of permanent review and subject to change, as needed. All changes, recensions, modifications, and additions require approval by a two-thirds majority from the voting members of the Faculty Assembly. Amendments are subject to the approval of the Office of the Provost.

A. Proposal of Amendments

Amendments to the By-laws may be proposed in either of two methods.

1. The steering committee may act as or appoint, a special by-laws committee to formulate proposals for amendment as needed.
2. Twenty-five percent of the voting members of the Faculty Assembly may present a proposal for amendment in writing by petition to the Chair.

B. Consideration

The committee will present proposed amendments to the faculty at least five (5) days before the discussion is scheduled for a Faculty Assembly meeting.

C. Voting

Voting shall be by ballot, paper, or electronic. Any vote may be decided by electronic or paper ballot when any member at the meeting requests it. Faculty members may cast their votes by absentee, written, or electronic ballot when their presence at a faculty meeting is physically impossible.

D. Adoption

All changes, modifications, and additions require approval by a two-thirds majority of the voting members of the College Faculty Assembly. Unless otherwise stipulated in the action, the amendment becomes effective immediately upon approval by the Faculty and is subject to the approval of the Office of the Provost.

ARTICLE X: ENACTMENTS

These provisions shall be enacted and shall govern the activities of the College upon an affirmative written vote of two-thirds of the voting membership of the Faculty Assembly as subject to the Provost's memos and University regulations.

ARTICLE XI: DISSEMINATION OF THE BYLAWS

The bylaws will be posted on the college website. Copies shall be maintained in the office of the Dean and in each departmental office.

A handwritten signature in black ink that reads "Bret Danilowicz". The signature is written in a cursive style with a prominent loop at the end of the last name.

Approved 12/07/20