



College of Arts and Sciences
Faculty By-Laws
Article I. Membership
(Revised 10/2007)

Section 1. Membership in the faculty of the College of Arts and Sciences shall include the President of the University of Missouri and the following persons from the University of Missouri – St. Louis.

The Chancellor; the Provost and Vice-Chancellor for Academic Affairs; the Dean of the Graduate School; the Deans of the College of Arts and Sciences; the Professors, Associate Professors, Assistant Professors, and non-tenure-track faculty assigned to full-time duties in the departments of the College of Arts and Sciences; the Professors, Associate Professors, Assistant Professors, and non-tenure-track faculty assigned to departments in some other School or College, who are full-time members of the University staff, and who are attached to the College of Arts and Sciences through the process of dual appointments, and other persons as may be duly elected to membership by the faculty of the College of Arts and Sciences. Any member of the faculty may propose the names of others for election to membership. Names of persons proposed for election to membership must be submitted in writing to the Dean of the College at least ten days prior to election; the Dean must give written notice to all members of the faculty at least five days prior to election. Election shall be by majority of the members present at any regularly scheduled meeting, provided that a quorum is present.

Section 2. Part-time faculty assigned to departments of the College of Arts and Sciences are invited to attend meetings of the faculty and to participate in its discussions, but they shall not be permitted to vote on any question unless they have become members by election as prescribed in Article I, Section 1.

Section 3. The Office of the Dean of College of Arts and Sciences shall maintain a list of both voting and non-voting members of the faculty of the College, and this list shall be available for inspection when requested.

Article II. Powers

Within the limits prescribed by the By-Laws of the Board of Curators and by the By-Laws of the faculty of the University of Missouri at Saint Louis, the faculty of the College of Arts and Sciences shall have the power to:

- A. Determine curriculum.
- B. Advise the Dean of the College of Arts and Sciences upon such matters as the Dean may bring before it, or upon such matters as the faculty may choose to bring to the Dean's attention.
- C. Determine requirements for admission to the College and to upper-class standing.
- D. Determine the nature of academic penalties and the manner in which they shall be administered.

- E. Recommend students for degrees and for special achievement awards.

Article III. Meetings

- Section 1. Regular meetings of the faculty of the College of Arts and Sciences shall be held in October, December, March, and May, the specific day and time to be selected and announced in writing by the Dean of the College.
- Section 2. Special meetings may be called when necessary by the Dean of the College. The Dean must call a special meeting within ten class days after receiving written request from any three members of the faculty.
- Section 3. A quorum shall consist of a majority of the members except that 15% of the members, or 75 members, whichever is smaller, shall constitute a quorum for any regular or special meeting for which a written agenda has been sent to all members at least five days prior to the meeting.
- Section 4. The order of business at any meeting shall be:
 - A. Reading of Minutes
 - B. Unfinished Business
 - C. Communications from the Deans
 - D. Reports of Standing Committees
 - E. Reports of Special Committees
 - F. Other Business
- Section 5. The Dean of the College shall preside at all meetings, or may designate a presiding officer in the Dean's absence.
- Section 6. The faculty shall elect each year a Recording Secretary who shall record minutes of all meetings. The Recording Secretary shall maintain a record of Regulations of the Faculty of the College of Arts and Sciences, in which shall be recorded new regulations and changes in old ones. These records shall be filed in the Office of the Dean and shall be available for inspection by any faculty member during regular office hours. The Dean of the College will mail unofficial copy of the minutes to each faculty member not less than one week before the next meeting.

Article IV. Committees

- Section 1. The standing committees of the faculty shall be the Committee on Policy, the Committee on Curriculum, the Committee on Academic Advising, the Committee on Scholarships and Awards, and the Committee on Outreach Activities.
- Section 2. Special committees may be appointed when necessary by the Dean of the College with the advice of the Committee on Policy. At any regular or special meeting, the faculty may establish special committees in a manner provided by its own regulations, and for purposes approved by a majority of the faculty.
- Section 3. The Committee on Policy shall consist of the Deans and Chairpersons of all Departments and Directors of autonomous or semi-autonomous units of the College of Arts and Sciences. The duties of the Committee on Policy shall be to receive communications from the Deans; to advise the Dean on matters the Dean may refer to it; or on matters in which it chooses to call

to the attention of the Dean; to make recommendations to the faculty; and to act generally as the executive committee of the faculty. In addition, it shall be concerned with fiscal resources, educational philosophy, long-range planning and their relationships.

Section 4. The Committee on Curriculum shall keep the curriculum under constant study; receive communications from the dean concerning the curriculum; and make recommendations to the faculty on new courses, programs, or policies affecting curricula in the departments of the College.

Section 5. The Committee on Academic Advising shall keep the program of academic advisement under constant study, advise the Dean of the Faculty on its quality and efficiency; and receive and act on communications from the Dean and the Faculty. It shall also consider students' academic grievances brought to the attention of the Assistant of Associate Dean of the College, after departmental review.

Section 6. The Committee on Scholarships and Awards shall be responsible for selecting and screening students qualified to apply for such national awards as the Harry S. Truman Scholarship and the Barry Goldwater Scholarship as well as College-specific awards such as the Eugene J. Meehan Scholarships. The committee will assist students with their applications and with the interview process. The committee will also assist the Office of Alumni and Constituent Relations in choosing appropriate students for University of Missouri – St. Louis scholarship.

Section 7. The Committee on Outreach Activities shall stimulate and monitor the outreach activities of the College. It shall advise the Dean, the Policy Committee and the faculty, as appropriate on any matters in this area.

Article V. Amendments

These By-Laws may be amended or repealed, and new By-Laws may be adopted by a two-thirds vote of the members present at any meeting, provided that:

- A. Proposed changes are submitted in writing to the Dean and the Committee on Policy.
- B. The proposed change is given a first reading at a regularly scheduled faculty meeting, a quorum being present.
- C. The proposed change is given a second reading and is voted on at the first subsequent faculty meeting, a quorum being present.

Regulations

1. Selection of Standing Committees

A. Standing Committees

The Curriculum Committee shall be composed of three voting faculty members elected by the faculty, one from each major division of the College of Arts and Sciences: Humanities, Sciences and Mathematics, and Social Sciences; and two voting student members enrolled in the College of Arts and Sciences, selected by the governing student body.

The Academic Advising Committee shall be composed of three voting faculty members elected by the faculty, one from each major division of the College of

Arts and Sciences: Humanities, Sciences and Mathematics, and Social Sciences; the Assistant Dean as an ex officio voting member; and two students enrolled in the College of Arts and Sciences, selected by the governing student body.

The Scholarships and Awards Committee shall be composed of three voting faculty members elected by the faculty, one from each major division of the College of Arts and Sciences: Humanities, Sciences and Mathematics, and Social Sciences.

The Outreach Activities Committee shall be composed of three voting faculty members elected by the faculty, one from each major division of the College of Arts and Sciences: Humanities, Social Sciences, and Natural Sciences.

Each Faculty Committee member will serve a three-year term beginning July 1. One new member will be elected at the May meeting of the Faculty of Arts and Sciences. No elected member will serve more than three consecutive years on any given committee. No individual shall serve on more than one of the following committees at the same time: Curriculum, Academic Advising, Scholarships and Awards, and Outreach Activities. Each committee will select its own chairperson.

B. Nominating Committee (Committee on Committees)

The Arts and Sciences Faculty as a whole shall elect, from its voting membership, a nominating committee (Committee on Committees) of three members. Nominations for membership on this committee shall come from the floor of the regular Arts and Sciences Faculty meeting in March of each year. The Dean's office shall remind all faculty members, in writing, ten class days prior to the regular March meeting of each year that this committee is to be nominated and elected at the March meeting. The committee will assume its duties immediately upon its election and will remain in effect until replaced at another election one year later. The Dean of the College will automatically be the sixth voting member of the committee.

The Arts and Sciences nominating committee (Committee on Committees) will elect its own chairperson and will nominate, at regular May meeting of the Arts and Sciences Faculty, two eligible candidates for each opening on the five elected committees. This committee will also be responsible for nominating slates of members for any special committees to be created. A vacancy on an Arts and Sciences committee will normally be filled by the runner-up candidate (from the appropriate division) at the last election.

If the vacancy cannot be filled in this manner, the nominating committee will propose a slate. The names of candidates for committee membership selected by the nominating committee (Committee on Committees) shall be published to the faculty at least ten days prior to the regular May meeting. Nominations from the floor will be accepted in addition to the slate of candidates presented by the nominating committee (Committee on Committees).

College of Arts and Sciences
Revisions to Faculty By-Laws

April 11, 1969

The standing committees on Academic Advising to be composed of one Academic Advising Coordinator from each department of the College. The Assistant to the Dean in charge of Academic Advisement shall be a non-voting ex-officio member of the committee.

May 18, 1970

The Dean of the Graduate School to be a member of the Arts and Sciences Faculty.

May 24, 1971

Because of the change in the University calendar, the months of the four Arts and Sciences College Faculty meetings changed to October, December, March, and May.

December 13, 1971

The committees on Advising, Curriculum, and Honors each to have three students, enrolled in the College of Arts and Sciences, as voting members.

Full-time instructors attached to the College of Arts and Sciences to be voting members.

December 10, 1974

Academic Advising Committee membership changed to include two faculty from each of the three divisions of the College: Sciences and Mathematics, Social Sciences, and Humanities, two students, and Assistant Dean as an ex officio member.

May 5, 1975

Establishment of the Planning Committee as a standing committee.

Establishment of the Committee on Interdisciplinary Courses as a standing committee.

December 10, 1975

Change in method of filling vacancies on Arts and Sciences Committees.

October 17, 1978

Establishment of the Committee on Faculty Development as a standing committee.

March 6, 1979

Housekeeping changes: See attachment

March 2, 1988

Change in charge to Academic Advising Committee to include considerations of students' academic grievances.

May 3, 1989

Eliminated the Interdisciplinary Committee as a standing committee from by-laws.

October 25, 1989

Eliminated the Honors Committee as standing Committee from by-laws.

December 8, 1994

The Committee on Scholarships and Awards was added as a standing committee.

December 11, 1996

The Committee on Outreach Activities was added as a standing committee.

Eliminated the Faculty Development Committee as a standing committee from by-laws.

December 11, 1997

Second reading was approved by faculty to include full-time, non-regular lecturers as voting members of the College.

October 18, 2007

Made changes to reflect changes in administrative titles and new titles for many full-time Non-Tenure-Track faculty, streamline the College's standing committees, eliminated the Planning Committee as a standing committee, and respond to the great imbalance in size among the divisions of the College.