College of Arts, Letters, and Sciences Faculty Governance Committee:

Arts
Linda Holzer (Music Dept), committee chair
Floyd Martin (Art Dept)
Bill Marshall (Theatre Arts & Dance Dept)

Letters
Jeremy Ecke (English Dept)
Moira Maguire (History Dept)
Keith Robinson (Philosophy Dept)
Rosalie Cheatham (Division of International and Second Language Studies)

Sciences
Lakeshia Legette Jones (Mathematics & Statistics Dept)
Tito Viswanathan (Chemistry Dept)
Tar-pin Chen (Physics Dept)
Hong Li Wang (Biology Dept)

The committee voted to approve this CALS Governance Document Draft 1 at the meeting on Wednesday, April 23, 2014.

Draft 2 was prepared in July 2014, and consists of an edit under “Membership of the Assembly” to indicate the ranks of instructors.

Draft 3 was prepared in August 2014, and consists of an edit under “Teacher Licensure Advisory Committee” to include DISLS in the list of departments with a teacher licensure program. It also includes an implementation statement under XVIII: “Implementation of the governance document shall be the semester after the chancellor signs approval of the document.”
Constitution For the College of Arts, Letters, and Sciences Assembly

I. Governance of the College

The faculty governance of the college shall be through the Assembly. For purposes of governance and representation, the College of Arts, Letters, and Sciences shall be divided into academic units, where an academic unit is a department or other academic program within the College.

The faculty of each academic unit shall develop their own policies and procedures. Such policies and procedures shall be submitted for review to the academic unit chairperson or program director or program coordinator, the dean, the vice chancellor and provost, the Faculty Governance Committee (a committee of the UALR Faculty Senate), and for approval to the chancellor. Such policies shall not be in conflict with provisions outlined in the UALR Faculty Handbook.

Any program that is administered by faculty members from multiple departments, multiple colleges, or multiple institutions shall be governed by a separate program committee. The faculty involved in the program shall develop their own policies and procedures. Such policies and procedures shall follow the same review and approval process as indicated above for academic units with the addition of a review by the appropriate college curriculum committee before going to the dean. Any curriculum recommendations for this program shall be made to the appropriate college curriculum committee.

II. General Purposes of the College of Arts, Letters, and Sciences (CALS) Assembly

The CALS Assembly shall be the ruling legislative body on educational policies and programs of the college and a mechanism for information flow to all members of the college community. It shall act within the framework of principles and procedures officially established under the authority of the Board of Trustees of the University of Arkansas and within the framework of faculty and organization provided by the University Assembly of the University of Arkansas at Little Rock. The areas of its authority shall include, but not be limited to, the following:

A. Curriculum
B. Degrees and requirements for degrees
C. Schedule policies
D. Interpretation of its own legislation
E. Choice of representatives to the Faculty Senate and the University Assembly's Councils and Committees

III. Membership of the CALS Assembly

The Assembly shall consist of all full-time faculty members with primary (50% or more duties) responsibility in the college holding academic rank of Distinguished Professor, University Professor, Professor, Associate Professor, Assistant Professor, Senior Instructor, Advanced Instructor, and Instructor. All members have voice and vote. Professor emeriti, persons with adjunct, visiting, or research academic rank, lecturers, part-time faculty members, teaching assistants, and staff within the college have attendance and voice privileges but no vote in the Assembly. Questions concerning Assembly membership shall be resolved by the Assembly itself.

IV. Officers of the College Assembly

The Assembly shall elect its officers from the members of the College Assembly. The officers shall be elected for a two year term. The Assembly shall have the following officers:
A. President  
B. Vice President  
C. Secretary  
D. Parliamentarian  
E. Immediate Past-President

The Officers of the Assembly shall constitute the Executive Committee of the Assembly. In the interim between Assembly meetings, this committee shall act as the representative of the Assembly and shall stand available for consultation on matters deemed important by the Dean or other academic administrators.

V. Meetings of the College Assembly

A. There shall be a minimum of one meeting of the Assembly each fall and spring semester during the nine-month academic year. The dates for meetings shall be set and communicated to Assembly members by the Executive Committee, normally using the official college list serve, at least ten business days (Monday through Friday except for University holidays) prior to the meeting. Special meetings may be convened on the initiative of the President of the College Assembly, at the request of the Dean, or by a formal written request by at least five members of the Assembly to a member of the Executive Committee. Such special meetings shall be held within twelve business days after a request is made. In an emergency, meetings may be scheduled with two business days written notice to all Assembly members.

B. The Executive Committee shall solicit items for the agenda no later than ten business days prior to a regularly scheduled meeting, shall prepare an agenda for each meeting, and shall distribute it to all the members of the Assembly at least five business days prior to the date of the meeting with the exception of emergency meetings. For an emergency meeting, an agenda shall be distributed at the time of the call for the meeting, at least two business days prior to the date of the meeting.

C. A request to the Executive Committee for the inclusion of any item of business made by at least five members of the Assembly or by the Dean at least three business days before the deadline for distributions of the agenda shall be honored.

D. A minimum of fifty percent of the Assembly membership shall constitute a quorum. Except when otherwise specified, matters placed before the Assembly shall be decided by a simple majority of those present and voting, providing a quorum is present. Roll call may be taken at the request of a member.

E. Meetings shall be conducted in accordance with Robert's Rules of Order except as otherwise specified by this Constitution.

F. Voting by proxy shall not be allowed.

G. Vote shall be by secret ballot if any member so requests.

H. At each meeting of the Assembly, the Executive Committee shall make a report on all the actions taken and all the decisions and recommendations made by the Committee in the interim between this and the previous meeting of the Assembly.

I. An action approved by the Assembly shall become effective after ten business days unless specifically vetoed by the Dean. On matters requiring the approval of the Dean, an action of the Assembly may be vetoed by the Dean by notifying in writing the Executive Committee within ten
business days from the presentation of the action of the Assembly.

J. The Assembly may override the Dean's veto at its next meeting providing a quorum is present. An override vote requires approval of at least two-thirds of the members present and voting. If the Dean does not elect to withdraw his/her veto within ten business days after the record of the overriding action of the Assembly has been presented in writing to the Dean, the Assembly may refer the matter to the Vice Chancellor and Provost. If a settlement is not reached by the Dean or a higher administrative level, the matter may be appealed for resolution to the next higher authority and ultimately to the Board of Trustees of the University of Arkansas at intervals not to exceed twenty days.

K. Commonly, voting for positions shall be done by plurality of the members of the Assembly present at a given meeting. This applies to positions for the CALS Assembly, Faculty Senate, and university committees selected by this Assembly.

VI. Committees of the Assembly

A. The Standing committees of the Assembly shall be:
   1. Undergraduate Curriculum Committee
   2. Graduate Curriculum Committee
   3. Policy Advisory
   4. Assessment Committee
   5. Awards and Scholarships Committee
   6. Faculty Research and Professional Development Committee
   7. Student Research and Creative Projects Committee
   8. Teacher Licensure Committee

B. Each committee, except as specified elsewhere in the constitution, shall have one voting representative from each academic unit of the college. The academic units shall select their representatives no later than the last Friday in August. Except as specified in the Constitution, service on any committee shall be limited to those faculty who are (a) a member of the Assembly and (b) elected by the faculty of his/her academic unit. Representatives shall assume their duties at the first meeting described in IX. A.1.

C. Each committee shall elect its own Chairperson and Secretary except as noted below. The term of any member or officer of a committee shall be one year except that curriculum committee members shall serve two-year staggered terms. There is no restriction as to re-election.

D. Each committee shall report its decisions to the faculty and the Dean within 10 business days after such decisions are made except as noted below.

E. Specification of Committees

1. The CALS Undergraduate Curriculum Committee
   a) The CALS Undergraduate Curriculum Committee will meet, discuss, and vote on course proposals, new certificate and degree proposals from departments, and substantive changes in undergraduate program or College requirements. The CALS Undergraduate Curriculum Committee will operate on a consent agenda of motions from the departments in CALS, which agenda may be handled by virtual meeting. The CALS Undergraduate Curriculum Committee may return proposals to Departments or Programs with suggestions for revision. The CALS Undergraduate Curriculum Committee shall make recommendations to the University Undergraduate Council regarding action on such proposals.

   b) The committee is composed of one member from each of the departments of the college. The representatives are elected to the committee by their respective departments in a manner to be determined by the department. The committee chair is elected to a one-year term by the committee from among its
membership at the first fall meeting. When a regularly elected member is unable to attend a meeting, that member may designate a substitute for his or her department. A substitute member shall enjoy full voting privileges.

c) Any member of a program or department, including intercollegiate programs in the college with curriculum issues before the CALS Undergraduate Curriculum Committee, may request attendance at a meeting regarding the issues before the committee in order to exercise his or her voice privileges.

d) This committee will respond to submissions from a department within two weeks of receipt of a proposal. Decisions of this committee are distributed to the College faculty by e-mail to the College listserv. If no member of the Assembly challenges action made by the committee within seven school days after notification, the committee's action shall be considered ratified. However, if five or more members of the CALS Assembly register written objections with the chairperson of the Undergraduate Curriculum Committee within seven school days after ratification, an CALS Assembly meeting shall be called to resolve the issue in question if the matter is not otherwise resolved to the satisfaction of the disputants.

e) In the event that a representative to the University Undergraduate Council is not a current academic unit representative to the College Undergraduate Curriculum Committee, he or she will serve as an ex-officio member of the Undergraduate Curriculum Committee without vote and may participate in all committee meetings.

2. The Graduate Curriculum Committee

a) The CALS Graduate Curriculum Committee will meet, discuss, and vote on course proposals, new certificate and degree proposals from departments, and substantive changes in graduate program or College requirements. The CALS Graduate Curriculum Committee will operate on a consent agenda of motions from the departments in CALS, which agenda may be handled by virtual meeting. The CALS Graduate Curriculum Committee may return proposals to Departments or Programs with suggestions for revision. The CALS Graduate Curriculum Committee shall make recommendations to the University Graduate Council regarding action on such proposals.

b) The committee is composed of one member from each of the departments of the college. The representatives are elected to the committee by their respective departments in a manner to be determined by the department. The committee chair is elected to a one-year term by the committee from among its membership at the first fall meeting. When a regularly elected member is unable to attend a meeting, that member may designate a substitute for his or her department. A substitute member shall enjoy full voting privileges.

c) Any member of a program or department, including intercollegiate programs in the college with curriculum issues before the CALS Graduate Curriculum Committee, may request attendance at a meeting regarding the issues before the committee in order to exercise his or her voice privileges.

d) This committee will respond to submissions from a department within two weeks of receipt of a proposal. Decisions of this committee are distributed to the College faculty by e-mail to the College listserv. If no member of the Assembly challenges action made by the committee within seven school days after notification, the committee's action shall be considered ratified. However, if five or more members of the CALS Assembly register written objections with the chairperson of the Graduate Curriculum Committee within seven school days after ratification, an CALS Assembly meeting shall be called to resolve the issue in question if the matter is not otherwise resolved to the satisfaction of the disputants.

e) In the event that a representative to the University Graduate Council is not a current academic unit representative to the College Graduate Curriculum Committee, he or she will serve as an ex-officio member of the Graduate Curriculum Committee without vote and may participate in all
committee meetings.

3. Policy Advisory Committee
a) The College Policy Advisory Committee (PAC) shall advise the Dean on academic and administrative policies, and strategic planning initiatives of the college. The committee shall be comprised of two elected representatives from each of the areas of Arts, Letters, and Sciences. The CALS Executive Committee serves ex officio. Any formal recommendation made by the committee to the Dean shall be reported to the College Assembly.
b) The College PAC shall meet at least once each fall and spring semester with the Dean.

4. Assessment Committee
The function of the Assessment Committee is to address assessment and related activities. The committee will:
a) Discuss and decide on procedures for evaluating program progress reports.
b) Review and evaluate program progress reports.
c) Distribute assessment funds.

5. Awards and Scholarships Committee
The function of the Awards Committee is:
a) To identify and select recipients of any college-level awards to students.
b) To select the college recipients of the Faculty Excellence Awards. For this function only, to meet University requirements, the College Assembly President shall appoint one student and one alumnus of the college to serve on this committee. These two appointments shall be from separate academic units.
c) To identify and award a College Distinguished Alumnus Award to an outstanding graduate of the college.
d) When appropriate, to make recommendations to the University Honors and Awards Committee.
e) To work with the Dean's office to arrange for awards and an awards ceremony near the end of the Spring semester.
f) To coordinate with academic units in the college in the recognition of additional outstanding students as selected by each academic unit.

6. Faculty Research and Professional Development Committee
The function of the Faculty Research and Professional Development Committee is to work with the dean to encourage financial support for research, scholarship, discipline-specific creative projects and professional development activities of CALS faculty. The committee shall promote and act as an advocate for faculty development interests and needs in CALS, including enhancement of teaching. It serves to coordinate acquisition of funds, resources and services from agencies outside the College and to disseminate information on funds, resources and services.

7. Student Research and Creative Projects Committee
The function of the Student Research and Creative Projects Committee is to inform faculty and students about funding opportunities for undergraduate and graduate student research. The committee also helps to showcase the research and creative projects currently being done by students in CALS and to encourage faculty and students in the College to expand on those efforts in the future. In past years, a Symposium featuring the results of student research, scholarship and creative projects has been held in April. This event invited students from all disciplines in the College to present their research, scholarship, and creative projects to a broad audience and to compete for cash awards.

8. Teacher Licensure Advisory Committee
The CALS Teacher Licensure Advisory Committee is comprised of one faculty member from each CALS department that has a teacher licensure program, which currently includes the departments of Art, Music, DISLS, English, History, Biology, Chemistry, Physics, and Math.

This committee functions as a forum for discussing issues within the College (when needed) before they
are addressed by the Secondary Education Advisory Council. CALS representatives from science and math departments additionally advise the STEM (Science, Technology, Engineering, and Math) center and the UALRteach program in appropriate ways.

The same person who represents a department on the CALS Teacher Licensure Advisory Committee should also represent the department on the intercollegiate Secondary Teacher Education Preparation Program (STEPPs) Advisory Council.

Members of the committee are engaged in nurturing relationships with programs and faculty in public schools, and exploring new opportunities for providing professional development inservice and preservice programs for public school teachers and CALS teacher education students. The committee has an advisory role in coordinating the acquisition of funds, resources, and services from external agencies as applicable.

9. Special Purpose Committees and Teams

Special Purpose Committees may be created in the college to consider matters outside the purview of standing committees. These committees shall operate under the same general guidelines as described for the Standing Committees of the College Assembly. Currently, these include:

i. The Graduate Coordination Committee for the Sciences

The Graduate Coordination Committee for the Sciences (GCCS) is charged with coordination of graduate programs and oversight of all interdisciplinary graduate programs in the sciences. For the purposes of this document, interdisciplinary programs are defined as requiring participation of faculty from multiple departments. Because the role of the GCCS is intentionally broad, it also has primary responsibility for oversight of graduate faculty status for graduate science and math programs administered by CALS. The GCCS is administratively supported by the CALS Associate Dean for Research and Graduate Programs, and develops its own policies and procedures.

ii. The Pre-Medical Advisory Committee

This committee advises and assists students in pre-medical, pre-dental, pre-veterinary medicine, and other health related fields. It is responsible for compiling and sending letters of recommendation for the students to the school or schools of their choice. The committee consists of two faculty members from each of the departments of Biology, Chemistry, Physics, and Math, and the associate dean as a non-voting, ex-officio member. The dean in consultation with the committee will appoint the members from the appropriate departments in CALS. One member of the committee functions as the academic adviser for pre-medical students.

iii. The Special Events Team

The Special Events Team is an interdisciplinary team responsible for planning and organizing events that engage the academic community at UALR and the broader Little Rock community in coordination with the CALS dean’s office. The team will organize events such as the Winthrop Rockefeller Distinguished Lecture series, working with units in the college, university, and community. The dean appoints team members from multiple departments after issuing a call for volunteers from the CALS faculty in late spring. Staff members of departments may also be appointed to this team. Event planning may span up to two years, so team membership typically carries over through the completion of a special event.

10. General Ad-hoc Committees

The College Assembly and/or its President may create ad-hoc committees, which shall report to the Assembly.

11. Dean's Ad-hoc Committees

The Dean may also appoint ad-hoc committees, which, at the Dean's discretion, shall report either to the
Dean or to the Assembly.

VII. Officers of the Assembly - Duties
A. The President shall preside at the College Assembly and Executive Committee meetings and shall be the chief executive officer for all functions and responsibilities of the Assembly.
B. The Vice President shall preside at the College Assembly and the Executive Committee meetings during the absence of the President. As the agent of the Executive Committee, the Vice President shall also:
   1. Collect items for the agenda.
   2. Prepare the agenda.
   3. Distribute the agenda and the minutes of the Assembly meetings.
   4. Be in charge of any activities related to the agenda and the minutes of the Assembly meetings.
C. The Secretary shall:
   1. Prepare the minutes of the meetings.
   2. Submit minutes to the Vice President.
   3. Obtain information from various committee and academic units for dissemination to the Assembly members.
   4. Take care of correspondence work.
   5. Act as Secretary of the Executive Committee.
D. The Parliamentarian shall advise the Assembly and the Executive Committee on questions of procedures and propriety for impartial and efficient transaction of business of these bodies and on qualified voting members of the body for the purposes of determining a quorum.

VIII. Election of the Officers of the Assembly
A. Elections shall be held during an Assembly meeting no later than during the first week of May on a date set by the Executive Committee.
B. The Executive Committee shall solicit nominations for officers and publish a slate of nominees with the meeting agenda.
C. Nominations for a particular office may also be made from the floor.
D. All elections shall be held by secret ballot unless there is only one nominee standing for a position. The person receiving a plurality of the votes of the members voting shall be declared elected.
E. The officers shall assume their duties on August 15th following their election.

IX. Officers of Committees
A. Election of the Officers of Committees
   1. Election shall be held each academic year during the first meeting of the committee with a member of the Executive Committee presiding. If business determines, the first meeting shall be held prior to the end of the third week of classes for the Fall semester. Committees shall meet as appropriate to ensure the timely administration of business.
   2. Nominations shall be accepted from the floor. The person receiving more than fifty percent of the votes of the members voting shall be declared elected. Runoff elections may be held. In the event of a tie, the presiding member of the Executive Committee shall select, by lot, one of the contestants for the office.
B. The Chairperson shall preside at the committee meetings and shall be the chief executive officer and spokesperson for all the functions and responsibilities of the Committee.
C. The Secretary shall be responsible for collection of agenda items and preparation and distribution of the agenda and the minutes of meetings.

X. Elections for UALR Elected Committees and Faculty Senate
A. Elections shall be held during a College Assembly meeting no later than during the first week of May of the final year of the term of service for the respective representatives. The meeting date shall be set by the Executive Committee.

B. Nominations may be made from the floor.

C. All elections shall be held by secret ballot. The person receiving a plurality of the votes of the members voting shall be declared elected. Runoff elections may be held.

D. To ensure broad representation, senators to the UALR Faculty Senate shall be elected according to the following procedure:
   1. Nominations are solicited from all voting members of the college at least 10 days prior to the meeting. Nominations are also solicited from the floor. College faculty are encouraged to consider broad representation of academic units when nominating and electing Senators.
   2. Nominees with the most votes, up to the number of senators allowed, shall be elected as senators representing the college. The number of votes each voting faculty member is allowed equals the number of available positions. Only one vote may be cast per nominee. In order to be valid, a ballot must reflect 1 vote for each position listed.
   3. Nominees with the next most votes, up to the number of alternates allowed, shall be elected as alternate senators.
   4. In the event of a permanent vacancy, the alternate who received the highest vote total will fill the vacancy.

XI. Filling Office Vacancies
A. The Vice President shall assume the office of President of the College Assembly in the event of such a vacancy.

B. For any other vacancy at any other position occurring among College Assembly officers, University committees, and the Senate, the Executive Committee shall appoint an individual from the college to serve the remaining term. Such appointments shall follow all guidelines for academic unit representation.

C. It is the responsibility of CALS committee members to contact the committee chair in the event that they will not be able to attend a regular or special meeting. If a committee member is absent from three consecutive meetings without cause, the seat will be declared vacant and filled by either election or appointment according to how the seat on the committee was originally filled. The committee chair will report to the Dean when a seat is declared vacant or when a member resigns from the committee. The Executive Committee will make appointment or conduct an election. If a member is unable to complete his/her term, the Dean shall consult with the Executive Committee about selecting a faculty member to complete that term.

XII. Academic Units

The faculty of each academic unit shall develop its own policies and procedures for conducting business and shall hold meetings at least once each semester of the nine-month academic year for the purpose of discussing and acting upon departmental affairs. In addition to the methods of calling meetings specified in an approved governance document, faculty meetings may be convened by a written call of the department chairperson or by a written call of one-fourth or more of the full-time faculty.

Each academic unit needs to ensure that its written policies and procedures for conducting business
include, but are not limited to, the following areas of faculty decision making:

A. Attendance, discussion, and voting rights
B. Calling and holding meetings
C. Curriculum
D. Academic policies
E. Faculty recruiting and appointments
F. Promotion
G. Tenure
H. Annual review of faculty and chair
I. Term and selection of the chair

In specifying the term and selection of the chair, the rules of governance for each academic unit shall specify the procedure by which the academic unit faculty makes its recommendation for chair to the dean. This procedure may specify an election process. The rules of governance for each academic unit shall also specify the term length of the chair.

The governance document shall follow the review and approval process as specified in the Constitution of the University Assembly.

XIII. Process for Amending this document

Amendments may be proposed by any member of the Assembly through motions submitted at a meeting of the Assembly. Amendments must receive a favorable vote from two-thirds of the members present and voting at two consecutive meetings to become effective. All amendments to this document are subject to review and approval in accordance with the Constitution of the University Assembly before they come into effect.

The governance document of the College of Arts, Letters, and Sciences was initially ratified and made operational by the faculty of the college on August 14, 2014. Implementation of the governance document shall be the semester after the chancellor signs approval of the document.

All members of the faculty of the College of Arts, Letters, and Sciences shall receive a copy of this document each time it is amended. New faculty members shall be provided copies by the dean's office during the first month of their employment. The document shall be distributed through the office of the Dean of the College of Arts, Letters, and Sciences.