

**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

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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

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

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

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**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.



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 t