

**College of Social Work and Criminal Justice
Florida Atlantic University
Faculty Assembly Bylaws**

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 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

C. Responsibilities

The Steering Committee shall meet as necessary, and a majority shall constitute a quorum. The committee may consider, advise, and make recommendations to the Faculty 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 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 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 directors 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. 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 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 title of Professor, Associate Professor, Assistant Professor, Senior Instructor, University Instructor, and Instructors. Ex-officio, nonvoting members include all faculty holding decanal titles and departmental directors.

Faculty holding the title of Senior Instructor, University Instructor, and Instructor are not able to vote on issues pertaining to promotion and tenure of tenure line faculty or 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 medical leave, shall be permitted to cast absentee ballots in college elections and referenda.

C. Proxy votes or ballots shall not be permitted.

D. Although visiting, part-time, and adjunct instructors are considered non-voting participants of

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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 title of Professor. Under unique circumstances, where the school does not have a full professor to be elected as a member, an associate p

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 awards. 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

Promotion portfolios will be considered by a college committee composed of two tenured faculty, twomicd

standing committee of UFS as of now). The Committee meets as often as necessary to complete its business.

7. Diversity, Inclusion & Equity

This committee facilitates the college's diversity, equity, and inclusion initiatives. The Committee provides support to faculty, staff, and students by acting as a centralized hub for resources, solicits feedback on issues related to diversity, inclusion, and equity, and developing plans to enhance DEI within the college. The Committee will be composed of at least two faculty with a representative chosen from each school, a representative from Advising, and, when possible, two student representatives with one from each school. The Committee will select a chair.

B. Committee Procedures:

All existing committees and future committees of the Faculty Assembly of the CSWCJ 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. Reporting

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. It is preferred that one Senator come from each school.

B. Nominations

The vice-chair of the Faculty Assembly shall request nominations from the voting members of the Faculty Assembly during the spring semester and will ensure that the vote occurs prior to the election deadline (April 1st). Nominations can be self-made or the nominations of others. It is the responsibility of the vice-chair (or designee if vice-chair is running) to confirm that those nominated by others are willing to run. All nominations must be submitted in writing via email with a deadline at least three days before the vote is to occur whether that vote happens in a Faculty Assembly meeting or electronically.

C. Elections

Elections are to take place in the spring semester for terms that begin April 1st. A vote may take place at a Faculty Assembly meeting where a motion is made or via an anonymous electronic ballot outside of a meeting, at the discretion or request of members of the Faculty Assembly. The election is subject to these conditions:

1. Election of senators will be decided by a secret electronic or paper ballot.
2. The winners shall be determined on the basis of who has received the most votes.
3. If two or more positions are to be filled in the same election, the winners shall be the eligible candidates receiving the highest number of votes.
4. 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.
5. The vice-chair will report the results to the University Faculty Senate and the Office of the Provost.

ARTICLE IX: AMENDMENTS TO COLLEGE BYLAWS

The bylaws of the CSWCJ Faculty Assembly are to be considered as in a state of permanent review and are 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 bylaws may be proposed in either of two methods.

1. The Steering Committee may act as or appoint an ad hoc Bylaws 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 ad hoc Bylaws Committee will present proposed amendments to the faculty at least five 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 school's office.