

Temple University

Bylaws of the Collegial Assembly of the  
College of Science and Technology

I

The College of Science and Technology is composed of the following Departments:

Biology  
Chemistry  
Computer and Information Sciences  
Geology  
Mathematics  
Physics

II

The assembly of the faculty members of the College of Science and Technology (CST) shall be known as the "Collegial Assembly".

III

All faculty members within CST shall be members of the Collegial Assembly. Membership shall be without application and upon faculty appointment. Only faculty members holding Presidential Appointments shall have the right to vote and hold office and shall be called Voting Faculty. All members have the privilege of the floor.

IV

A. Initial Adoption

A copy of these Bylaws shall be posted on the College Of Science and Technology website and mailed to all Voting Faculty. Under the aegis of the CST Executive Committee of 1999-2000, a ballot requesting adoption of the document shall be mailed to all voting Faculty. Ballots are to be returned within two weeks of the mailing date. These Bylaws shall become effective upon approval.

B. Future Amendments

The first paragraph of Article V , including footnotes, cannot be amended  
Subsequent to initial approval of these Bylaws, proposed amendments other than to the first paragraph of Article V and its footnotes may be proposed by any of the following:

- 1) The Collegial Assembly;
- 2) The Executive Committee (see Article XI);
- 3) The Dean of the College in consultation with the Executive Committee or the Collegial Assembly.

Proposed amendments shall be distributed by the College Executive Committee to each member of the faculty at least two weeks prior to a Collegial Assembly meeting at which the proposed amendments are to be discussed.. Within one week following this meeting, the proposed amendments (as modified at the meeting) shall be sent to each member of the Voting Faculty together with a ballot. Ballots are to be returned within two weeks of the mailing date and will be counted by members of the Executive Committee. In order for the mail ballot to be considered valid at least 30% of the faculty eligible to vote must return their ballots. The proposed amendments shall be forwarded to the University President or his/her designee in order to assure compliance with the first paragraph of Article V. Adoption of the proposed amendments will require a favorable two-thirds majority of the

votes cast. Following the completion of the counting of the ballots and following verification that the University President or his/her designee and the University Counsel have had possession of the proposed amendment for a period of time, generally two weeks, sufficient to determine its compliance with the first paragraph of Article V, the amendment shall be considered to be adopted and shall become effective immediately.

## V

These Bylaws, as well as any actions, resolutions or policies resulting from the regulations and procedures set forth in these Bylaws are limited and shall continue to be limited to those not in conflict with any present or future actions, resolutions or policies including contracts and supplementary agreed upon letters and amendments resulting from the collective bargaining process that have been approved by the Board or by the President when delegated to do so by the Board of the Temple University Board of Trustees, or any present or future action or policy of the President of Temple University taken within his/her authority as defined by the Board, or any present or future action or policy of the Dean The Dean's appointment, responsibilities, aegis and authority are defined by the Board, or by the President taken within his/her authority as defined by the Board, and is not addressed in these Bylaws. of the College of Science and Technology taken within his/her authority as defined by the Board.

The members of the Collegial Assembly shall be directed in their actions by the rules and procedures set forth in the Temple University Faculty Handbook and by the Faculty Bylaws of the College. Meetings of the Collegial Assembly shall be governed by Roberts' Rules of Order Specifically, Robert's Rules of Order: Simplified and Applied, Robert McConnell Productions, (1999) Macmillan; ISBN: 0-02-862749-0.

## VI

Meetings of the Collegial Assembly shall be presided over by the chairperson of the college Executive Committee (see Article XI). In the event that the Executive Committee chairperson is unable to attend part or all of a scheduled meeting of the Collegial Assembly, the members of the Executive Committee shall designate a temporary replacement.

## VII

### A. Collegial Assembly Regular Meetings

The Collegial Assembly of the college of Science and Technology shall hold at least one meeting during the Fall semester and at least one meeting during the Spring semester each year for the purpose of conferring degrees and carrying out other necessary business of the college. The Executive Committee (see Article XI) may call additional meetings as it sees fit. At the request of the Executive Committee, the Office of the Dean shall be requested to provide written notice of each meeting of the Collegial Assembly to all members of the faculty at least two weeks prior to the date set for the meeting. The agenda for the meeting, provided by the Executive Committee, shall be delivered to the faculty at least one week prior to the meeting date. Motions on substantive issues which are made during the course of a meeting but which were not announced on the agenda of the meeting may not be considered for final vote at the meeting. Instead, they must be placed on the agenda of a subsequent meeting to be voted on at that time.

### B. Collegial Assembly Special Meetings

The chairperson of the college Executive Committee shall call for a special meeting of the Collegial Assembly upon receipt of either:

- 1) A request by the Dean of the College
- 2) A request by at least half of the voting members of the Executive Committee
- 3) A petition signed by twenty-five percent or more of the Voting Faculty of the Collegial Assembly.

At the request of the Executive Committee, notice of and the agenda for a special meeting shall

be delivered to the faculty at least one week prior to the date set for the meeting. In addition, the Dean's Office shall be requested by the Executive Committee to notify each department chair of the meeting by telephone at least one week prior to the meeting date.

Special meetings shall be restricted to consideration of matters for which the meeting was specifically called.

C. Minutes of Collegial Assembly meetings

The Executive Committee shall designate someone to take minutes of each meeting of the Collegial Assembly. These minutes shall be subject to approval by the Voting Faculty at the subsequent Collegial Assembly meeting.

D. Collegial Assembly Quorum

A quorum for all meetings of the Collegial Assembly shall consist of one-third of the Voting Faculty, as defined in Article III.

## VIII

A. The Collegial Assembly shall form Standing Committees and ad-hoc committees to assist in the conduct of its business. Similarly, ad-hoc subcommittees may be formed by each Standing Committee, as needed, and disbanded by the same Standing Committee when no longer needed.

B. Each Standing Committee shall formulate its own procedures and forward them, in writing, to the Executive Committee. The Executive Committee may recommend changes in these proposed procedures to each Standing Committee. The procedures of each Standing Committee, as ultimately proposed by that Committee will be presented to the Collegial Assembly for approval by a majority of the voting members. Upon approval, these procedures shall be appended to these Bylaws.

C. Before May 1 of each academic year, each Standing Committee shall submit a written report to the Executive Committee, summarizing the Standing Committee's work for the past year and its plans or recommendations for the next year.

D. The following shall be the Standing Committees of the Collegial Assembly:

- (1) Executive Committee
- (2) Budget and Planning Committee
- (3) Graduate Committee
- (4) Undergraduate Committee
- (5) Tenure Committee
- (6) Promotions Committee
- (7) Research and Study Leaves and Awards Committee
- (8) Merit Committee.

## IX

A. The Executive Committee shall be composed of nine Voting Members augmented by Ex-Officio Members. The voting members shall include:

Six "Regular Members", exactly one from each Department of CST which shall be elected by that Department, with each Department supervising its election of a Regular Member;

Three "At-Large Members" shall be elected by the Voting Members of the Collegial Assembly in a mail ballot supervised by the Executive Committee (Article X, B.)

B. No two At-Large members of the Executive Committee can be from the same Department. An Ex-Officio Member (Article XI, B) may also be a Regular Member or an At-Large Member, but a Regular Member cannot be an At-Large Member of the Executive Committee.

C. The Tenure Committee shall be composed of six Voting Members with tenure, one from each Department, and shall be appointed by the Executive Committee in consultation with the Dean.

D. The Promotions Committee shall be composed of six Voting Members who are Full Professors with tenure, one from each Department, and shall be appointed by the Executive Committee in consultation with the Dean.

E. Each of the other Standing Committees of the Collegial Assembly shall be composed of six Voting Members, one from each Department, augmented in some cases, as indicated below, by Ex-Officio Members. The six Voting Members shall be elected by each of the six Departments of the College, with each Department supervising its election of one Voting Member.

F. Department chairs are not eligible to serve on any standing committee with the exception of the Undergraduate or the Graduate Committees.

G. Ex-Officio committee members may not vote.

## X

A. All Departmentally elected Standing Committee Members shall be elected by the full-time members of the Department from among the Presidential Faculty in that Department in an election supervised by that Department.

B. The Executive Committee shall prepare a slate of nominees for any At-Large Member vacancy on the Executive Committee. The slate shall include at least two candidates for each slot to be filled. After the slate is prepared, it shall be circulated to the faculty. Additional candidates may then be added to the list by a petition containing the signatures of at least five Voting Faculty of CST in addition to the signature of the proposed candidate, indicating a willingness to serve. To be considered valid, such petitions must be returned to the Executive Committee within two weeks of the date of circulation of the original slate. After this two week period, the Executive Committee shall prepare and send a mail ballot to all Voting Faculty of the College. To be considered valid, mail ballots are to be returned to the Executive Committee within two weeks of circulation, after which they shall be counted by members of the Executive Committee.

C. All Departmental elections of Voting Members of Standing Committees shall be completed no later than April 1 of the year in which the newly elected and appointed representatives' terms are to commence. The appointment of members of the Tenure and Promotion Committees shall be completed no later than April 15 of the year in which the newly elected and appointed members' terms are to commence. The election of At Large Members of the Executive Committee shall be completed no later than May 1 of the year in which the newly elected and appointed members' terms are to commence.

D. Terms of all voting members of all Standing Committees shall commence on September 1 and shall end on August 31.

E. Voting members of all Standing Committees shall serve three year terms as Voting Members of the Standing Committee to which they have been elected. Terms shall be staggered

so that each year:

Two Regular Members will leave the Executive Committee to be replaced by newly elected members, each elected by the outgoing member's department, and one At-Large Member will leave the Executive Committee to be replaced by a newly elected At-Large Member, elected by the Collegial Assembly.

Two members will leave the Promotions Committee and two members will leave the Tenure Committee, each to be replaced by a newly appointed member, by the Executive Committee in consultation with the Dean, from the same Department.

Two members will leave each of the other Standing Committees to be replaced by newly elected members, each elected by the outgoing member's department.

F. In order to initiate the staggering of terms, the following chart will apply:

Standing Committee	Initial one-year term	Initial two-year term	Initial three-year term
Executive	Biology,	Geology	Chemistry, Physics
CIS, Math	Budget and Planning	CIS, Physics	Biology, Math
Chemistry,	Geology	Graduate	Chemistry, CIS
Geology,	Physics	Biology, Math	Undergraduate
Math,	Physics	CIS,	Geology
Biology,	Math	Chemistry	Research & Study
Chemistry,	Geology	Biology, CIS,	Math,
Physics	Tenure	Biology, Math	Chemistry,
Geology	CIS,	Physics	Promotion
Chemistry,	CIS,	Biology, Math	Geology,
Physics	Merit	Chemistry, Physics	CIS,
Math	Biology,	Geology,	Physics
Chemistry,	Geology,	Physics	CIS,

G. In the event that a departmentally elected member of a Standing Committee is unable to complete part or all of his or her service on that Committee, the member's Department shall elect a replacement to serve during the originally elected representative's absence. In the event that an At-Large Member of the Executive Committee is unable to complete part or all of his or her service on that Committee, the voting members of the Collegial Assembly shall elect a replacement to serve during the originally elected representative's absence in a mail ballot supervised by the Executive Committee. In the event that a member of The Tenure Committee or Promotions Committee is unable to complete part or all of his or her service on that Committee, the Executive Committee in consultation with the Dean, shall appoint a replacement to serve during the originally elected representative's absence. Should the originally elected or appointed representative become able to resume service, the original term may be completed. In any case, the term of a replacement representative shall end no later than the original term of the person who is replaced.

Any voting members of the Tenure or Promotions Committees cannot be appointed to a second consecutive term on that Standing Committee. Any voting members of any other Standing Committees cannot be elected or appointed to a third consecutive term on that Standing Committee. That is, in the event that a member of the Tenure Committee or Promotions Committee has served one year, or more, the member may not be reappointed to a consecutive term; In the event that a member of any of the other Standing Committees has served four years, or more, the member may not be elected or appointed to a consecutive term.

## XI

A. The Executive Committee shall be the executive body of the Collegial Assembly. This Committee shall perform the following functions:

1. The Executive Committee shall call and prepare the agenda for meetings of the Collegial Assembly. They shall assure that minutes of these meetings are kept and circulated to the faculty.
2. The Executive Committee shall be empowered to create ad hoc committees and to determine their functions.
3. The Executive Committee shall be available to advise the Dean in matters of collegial import.
4. The Executive Committee shall prepare and count the ballots for votes that are to occur by mail.

5. The Executive Committee shall solicit Departments to conduct elections of departmentally elected members of the Standing Committees of the College, and they shall monitor the process.
6. The Executive Committee shall resolve jurisdictional disputes between committees of the Collegial Assembly.
7. In the event the action of the faculty is required at a time when a meeting of the Collegial Assembly cannot be convened, the Executive Committee shall be empowered to act for the faculty. When such actions occur, the Executive Committee shall immediately notify the faculty by mail. The Executive Committee shall take no action, which contravenes a previously adopted policy of the Faculty. Any action taken by the Executive Committee has to be approved at the next Collegial Assembly meeting.

B. In addition to the elected departmental representatives, The Executive Committee shall invite the following to be Ex-Officio Members:

1. The Dean of the College of Science and Technology and Associate or Assistant Deans that he designates.
2. The College of Science and Technology representative to the Faculty Senate Steering Committee (see Article XIX).
3. An elected member of each of the following Standing Committees: Budget and Planning Committee; Graduate Committee; Undergraduate Committee.

C. The Executive Committee shall meet at least once each month during the regular academic year.

D. Each year, the Chairperson of the previous year's Executive Committee, shall convene a meeting of the new Committee during the first two weeks of the Fall semester. At this meeting, the Voting Members of the Committee shall select a Chairperson of the Committee. As described in Article VI, the Chairperson of the Executive Committee shall also preside over meetings of the Collegial Assembly.

E. The quorum for all meetings of the Executive Committee shall be a majority of its voting membership.

## XII

A. In consultation with the Dean and department Chairs, the Budget and Planning Committee shall review, evaluate and furnish Faculty advice to the Dean regarding:

1. Proposals for setting future directions and priorities in the college;
2. Proposal for hiring faculty in the context of those priorities;
3. Proposals and plans for, equipment and building modifications;
4. The Dean's annual budget plans for the college;
5. The actual budget submissions and subsequent allocations and their consequences in the context of the above established priorities.

B. The Committee shall review the final implementation of the budget and evaluate results in the context of the above established priorities, and provide an annual summary report to be distributed to the Collegial Assembly at the first regular meeting during the Fall semester.

C. In addition to the elected departmental representatives, The Budget and Planning Committee shall invite the following to be Ex-Officio Members:

1. The Dean of the College
2. Appropriate members of the Dean's staff, such as the Financial Manager of the College.

D. The Budget and Planning Committee shall meet at least once each month during the

regular academic year.

E. Each year, the chairperson of the previous year's Budget and Planning Committee shall convene a meeting of the new committee during the first two weeks of the Fall semester. At this meeting, the voting members of the committee shall select a chairperson of the committee for the new year.

### XIII

A. The Graduate Committee shall perform the following functions:

1. Formulation of CST policy pertaining to graduate education;
2. Review and/or approval of graduate courses and curricula;
3. Review and/or approval of proposed graduate programs;
4. Review and/or approval of changes in graduation requirements for graduate degrees;
5. Review and/or approval of changes in curricula for graduate degrees granted by the College;
6. Review other matters related to graduate affairs and report on the above to the Collegial Assembly.

B. All changes and innovations approved by the Graduate Committee shall be forwarded to the Executive Committee. All changes and innovations approved by the Graduate Committee, except approval of new graduate courses, shall require final approval of the Collegial Assembly, if so determined by the Executive Committee.

C. Elected membership on the Graduate Committee shall be limited to members of the Graduate Faculty of the College.

D. In addition to the elected departmental representatives, The Executive Committee shall invite appropriate members of the Dean's staff, such as the Director of Graduate Services of the College and/or an Associate Dean as selected by the Dean to be Ex-Officio Members.

### XIV

A. The Undergraduate Committee shall perform the following functions:

1. Formulation of CST policy pertaining to undergraduate education;
2. Review and/or approval of undergraduate courses and curricula;
3. Review and/or approval of proposed undergraduate programs;
4. Review and/or approval of changes in the graduation requirements for the bachelor's degrees;
5. Review and/or approval of changes in curricula for undergraduate programs in the College;
6. Adjudication of concerns over duplication of courses;
7. Review of curricula for meeting any University standards for graduation and/or academic standing;
8. Review of other matters related to undergraduate affairs and report on the above to the Collegial Assembly.

B. All changes and innovations approved by the Undergraduate Committee shall be forwarded to the Executive Committee. All changes and innovations approved by the Undergraduate Committee, except approval of new undergraduate courses, shall require final approval of the Collegial Assembly, if so determined by the Executive Committee.

C. In addition to the elected departmental representatives, The Executive Committee shall invite Ex-Officio Members such as a Coordinator of Undergraduate Advising in the College or an Associate Dean of the College, as selected by the Dean.

#### XV

A. The function of the Tenure Committee shall be to make recommendations regarding the granting of tenure in all of the following cases:

1. A Faculty Member of the College who is a candidate for tenure;
2. A Faculty Member of the College is a candidate for a promotion that implies Tenure.
3. A candidate for a position in the College with immediate tenure.

B. Members of the committee shall recuse themselves from voting when a candidate from their home department is being considered.

C. Until procedures for the Tenure Committee have been adopted by the Collegial Assembly, as called for in Article XIII. B, the policies and procedures of the Tenure Committee shall, to the extent that is possible, conform with the Tenure Committee policies and procedures that were in effect in the College of Arts and Sciences in the Academic Year 1997-98.

#### XVI

A. The function of the Promotions Committee shall be to consider and make recommendations regarding promotions to all ranks of all Faculty of the college who are candidates for promotion. The subcommittee of Professors on the committee shall consider all promotions to the rank of Professor and the granting of tenure to Professors that are not yet tenured. The full committee of Associate Professors and Professors will consider all other tenure and promotion cases.

B. Members of the committee shall recuse themselves from voting when a candidate from their home department is being considered.

C. Until procedures for the Promotions Committee have been adopted by the Collegial Assembly, as called for in Article XIII. B, the policies and procedures of the Promotions Committee shall, to the extent that is possible, conform with the Promotions Committee policies and procedures that were in effect in the College of Arts and Sciences in the Academic Year 1997-98.

#### XVII

A. The Research and Study Leaves and Awards Committee shall perform the following functions:

1. Evaluate of Research and Study Leave applications;
2. Serve as the Faculty body of the College in determination of faculty awards or collegial nominations for University awards.

B. In addition to the elected members, the Research and Study Leaves Committee shall include an Associate Dean of the College, appointed by the Dean, as an ex-officio member.

C. Members of the committee shall recuse themselves from voting when a candidate from their home department is being considered.

#### XVIII

A. The function of the Merit Committee shall be to consider and make recommendations

concerning the distribution of merit units which are allocated to the College.

B. Elected membership on the Merit Committee shall be limited to tenured members of the faculty.

C. In addition to the elected members, the Merit Committee shall invite the Dean of the College to be an ex-officio member.

D. Members of the committee shall recuse themselves from voting when a candidate from their home department is being considered.

## XIX

Each Spring, the Executive Committee shall prepare a slate of candidates to run for election as representatives of the College to the Representative Faculty Senate. If possible, the slate shall include at least twice as many candidates as the number of slots which need to be filled, including at least two candidates from each department. After the slate is prepared, it shall be circulated to the faculty. Additional candidates may then be added to the list by a petition containing the signatures of at least five Voting Faculty of the College in addition to the signature of the proposed candidate, indicating a willingness to serve. To be considered valid, such petitions must be returned to the Executive Committee within two weeks of the date of circulation of the original slate. After this two week period, the Executive Committee shall prepare and send a mail ballot to all Voting Faculty of the College. To be considered valid, mail ballots are to be returned to the Executive Committee within two weeks of circulation, after which they shall be counted by members of the Executive Committee. Depending on the number of seats to be filled, the candidate from each department with the most votes among all candidates from the department shall be elected. Additional seats, if any, shall be filled by successively electing the remaining candidate(s) with the most votes, without regard to departmental affiliation. In the event of a tie for the final seat(s), the Executive Committee shall resolve the tie by selecting from among the tied candidates with the goal of giving each department of the College as equal a share of the total seats on the Representative Faculty Senate as is possible under the circumstances. Representative Faculty Senators shall serve for terms of three years. Terms of Representative Faculty Senators shall be staggered, so that each year approximately one third of the College seats in the Representative Faculty Senate will be subject to election. In order to initiate and continue the staggering, terms will be assigned based on the number of votes received - those with the most votes receiving the longest terms, subject to the constraint that, if the total number of available seats allows, at least one representative from each department shall receive a three-year term.

Terms of elected Faculty Senate Representatives shall commence on September 1 and shall end on August 31.

In the event that an elected Faculty Senate Representative is unable to complete part or all of his or her term, the person next in line based on the previous year's election shall serve as the senator's replacement, subject to the constraint that, at all times, there should be at least one Representative Senator from each department of the College. Should the originally elected Representative Senator become able to resume service, the original term shall be completed. In any case, the term of a replacement Representative Senator shall end no later than the original term of the person who is replaced.

## XX

Each Spring, when necessary, the Executive Committee shall prepare a slate of candidates to run for election as representative of the College to the Faculty Senate Steering Committee. After the slate is prepared, it shall be circulated to the faculty. Additional candidates may then be added to the list by a petition containing the signatures of at least five Voting Faculty of the College in addition to the signature of the proposed candidate, indicating a willingness to serve. To be considered valid, such petitions must be returned to the Executive Committee within two weeks of the date of circulation of the original slate. After this two week period, the Executive

Committee shall prepare and send a mail ballot to all Voting Faculty of the College. To be considered valid, mail ballots are to be returned to the Executive Committee within two weeks of circulation, after which they shall be counted by members of the Executive Committee.

The College's representative to the Faculty Senate Steering Committee shall serve for a term of three years. In the event that an elected Faculty Senate Steering Committee Representative is unable to complete part or all of his or her term, the Chair of the Executive Committee shall convene a meeting of the College's Representative Faculty Senators. These Senators shall elect a temporary replacement to serve for the remainder of the academic year. As described above, in the Spring of that year, the Executive Committee shall prepare a slate to hold a new election for Faculty Senate Steering Committee Representative.

#### Addendum

The Office of the Dean shall be asked to facilitate the functioning of the Assembly by:

1. Providing, when requested, staff assistance to the Collegial Assembly and to the Standing Committees of the College;
2. Maintaining and archiving the minutes of the College Assembly and its Standing Committees as well as any reports or other documents which the Committees prepare;
3. Retaining for a period of three years the ballots and results of any elections or other ballot conducted by mail;
4. Retaining records of the membership of all committees of the Assembly, including years of initial election or appointment and the remaining term of all committee members. (The Executive Committee shall assist the Dean's Office in this undertaking by reporting the results on mail ballots and of any changes in the constituency of the various committees.)