

COLLEGE COUNCIL CONSTITUTION

COLLEGE OF SCIENCE AND MATHEMATICS

James Madison University

May 3, 2000. Amended November 27, 2017

This Constitution shall provide for the governance of the College of Science and Mathematics at James Madison University. The faculty recognize the full legal authority of the President of the University and his or her Delegates, as well as faculty's responsibility to play an important and active role in advising the Dean in policy-making for the College. The faculty believe in shared governance and the essential responsibility to provide legislative authority related to the curriculum. A College Council shall therefore be established to represent the faculty and serve as an official body involved in governance of the College and providing advice to the Dean.

I. Membership Of The Council

- A. The College and departmental electorate consists of all full-time faculty members of the College, including any persons holding joint appointments within the college or among colleges where their appointments are at least 50% in the College of Science and Mathematics. Faculty members serving on the College Council must be members of this College electorate.**
- B. Faculty members of the Council shall be elected for three-year terms. Elections will be held during the Spring semester for terms beginning in the fall. One-third of the members would be elected each year. In no case would a faculty member serve more than four years in a six year period.**
- C. Two departmental representatives shall be elected by and from the faculty members of each department by procedures determined within each department by March 15.**
- D. Three "Representatives at-large," from at least two different departments, shall be elected by and from the faculty members of the College. At-large candidates may be nominated by departments or individuals in the College by March 30. Names will be placed in a ballot administered by the Executive Committee. A plurality constitutes an election.**
- E. The Dean of the College shall serve in an ex-officio, non-voting capacity.**

II. Officers Of The Council

- A. The Council Chair shall be elected by and from the voting membership of the Council by majority vote. The Council Chair shall serve as presiding officer of the Council and Chair of the Executive Committee.**
- B. A Council Vice-Chair shall be elected by and from the voting members of the Council. This person will be responsible for assisting the Chair and presiding over Council meetings in the Chair's absence.**
- C. A Recording Secretary shall be elected by and from the voting members of the Council. This person will be responsible for keeping records, distributing the agenda, minutes and reports to all College faculty and department Chairs. This officer shall also serve as Recording Secretary for the Executive Committee of the Council.**

- D. Each of the officers of the Council will serve a term of one year. No officer shall serve more than two consecutive terms in the same office.**

III. The Executive Committee

- A. The Executive Committee shall consist of the officers of the Council, and the Dean of the College who serves in a non-voting capacity.
- B. The duties of the Executive Committee are:
1. Executing the decisions of the Council.
 2. Preparing and distributing the agenda of meetings of the Council to the electorate in advance of regularly scheduled meetings. Any group, organization, or faculty member may submit agenda items. All agenda items submitted shall be presented to the Council. The Executive Committee will meet with the Dean once each month to discuss matters before the College and to set the Agenda for the next meeting. The Executive Committee will determine whether an item is considered major, requiring first and second readings.
 3. Assuming interim responsibilities, as may be assigned to it by the Council, between regularly scheduled meetings of the Council.
 4. Initiating emergency action, subject to Council review at the Council's next meeting.
 5. Seeing that information concerning all proceedings of the Council shall be disseminated to the faculty electorate of the College.
 6. The Executive Committee may be called upon to meet during the summer months to respond to matters arising in that period.
 7. The Executive Committee will meet at least once per semester with the college's representatives to the Faculty Senate.

IV. Meetings

- A. The Council shall schedule monthly meetings during the fall and spring semesters. Cancellation of meetings for lack of business to be conducted shall be made known to the electorate of the College.
- B. Meetings shall be conducted according to Robert's Rules of Order. Decisions shall be arrived at by a majority of those present and voting, except for proposed amendments to the constitution, which require a two-thirds majority of the voting membership.
- C. A quorum shall consist of two-thirds of the voting membership of the Council. A quorum is required for any business to be transacted.
- D. At its first meeting of the fall semester the Council shall elect its officers. This meeting will be presided by the Council Chair of the preceding year.

- E. Meetings shall be open to all members of the University community, but participation is limited to representatives unless the presiding officer invites a non-member of the Council to speak on a particular issue.
- F. The Executive Committee may convene a special session of the Council when necessary and will be required to do so when requested by the Dean.
- G. The Council may request the Dean to call a meeting of the faculty electorate as a whole to respond to issues facing the College or University. The faculty electorate may then be polled for their opinions on a matter.

V. Responsibilities of the Council

The Council shall have advisory authority in matters concerning the College subject to the authority of the President of the University and his or her delegates. These matters shall include but not be limited to:

- A. Establishing and reviewing standards of admission and transfer credit to programs of the College, particularly where these standards may differ from those of general admission to the University.
- B. Maintaining academic standards and monitoring ongoing review of undergraduate and graduate curricula, the requirements of programs and departments, and the college's role in the University's General Education program.
- C. Reviewing and critiquing criteria for merit salary decisions to be made within the college (departmental and college-level decisions).
- D. Reviewing departmental standards and procedures for appointment of faculty and for evaluation of faculty in matters of retention, promotion or tenure recommendations.
- E. Reviewing standards and procedures for periodic evaluations of department heads and college administrators.
- F. Reviewing standards and procedures for faculty development, productivity, research, and professional ethics.
- G. Ensuring the rights and privileges guaranteed to all members of the College in the Faculty Handbook.
- H. Establishing standing and ad hoc committees.
- I. Advising on college-wide budget and planning issues, including:
 - 1. Matters relating to college organization, budget, facilities and planning;
 - 2. Enrollment trends and budget allocations;
 - 3. General oversight, direction and priorities of the college;

4. Recommendations affecting the university beyond the college level;
 5. Recommendations to the appropriate university or Faculty Senate committee;
 6. Communication of information, recommendations and decisions to the faculty of the college;
 7. Fund-raising priorities for the College.
- J. Hearing presentations from each department head at least once per year.
 - K. On request from the Dean, hear oral reports from program directors.
 - L. Helping facilitate collaboration with other colleges and programs as appropriate.
 - M. Consider matters brought to the CSM College Council by other college governance bodies, e.g., Faculty Senate, other College Councils, etc., and pass on to other college governance bodies, as appropriate, issues, recommendations, etc. arising in the CSM College Council.

VI. By-Laws

The by-laws of this Constitution shall be approved by the Council by a two-thirds vote of all the voting members of the Council.

VII. Amendments

Amendments to this Constitution may be proposed by two-thirds of the voting membership of the College Council or by petition of 25% of the electorate of the College. Ratification of a properly proposed amendment shall be by action of a simple majority of the electorate of the College.