THE PENNSYLVANIA STATE UNIVERSITY
COLLEGE OF THE LIBERAL ARTS

FACULTY GOVERNANCE ORGANIZATION
OF THE COLLEGE OF THE LIBERAL ARTS

CONSTITUTION (RULES AND PROCEDURES)

March 25, 2019
CONSTITUTION (RULES AND PROCEDURES) OF THE FACULTY GOVERNANCE ORGANIZATION OF THE COLLEGE OF THE LIBERAL ARTS

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ARTICLE I

NAME

The name of this Organization is the Faculty Governance Organization of the College of the Liberal Arts.

ARTICLE II

PURPOSES AND FUNCTIONS

The purposes of this Organization are to: represent and further the interests of the College of the Liberal Arts within the structure and mission of The Pennsylvania State University in respect to teaching, research, and service; and contribute to the creation and maintenance of a climate that fosters excellence within these spheres. The Organization shall have the following functions: to offer opportunities for Liberal Arts faculty members to advise the Dean and other College administrators; to receive and disseminate information about College priorities, events, budget and personnel overviews as appropriate, etc.; and to provide a forum in which issues of importance to the College, such as strategic planning, campus climate, etc., can be discussed. In addition, the Faculty of the Academic Units within the College have jurisdiction over the Curriculum. Specific committees or other entities have additional functions as noted below.

ARTICLE III

MEMBERSHIP

The Faculty Governance Organization of the College of the Liberal Arts includes all full-time faculty at all locations whose tenure home is in the College of the Liberal Arts or who hold budgeted appointments in the College. Persons not meeting these qualifications may petition the Liberal Arts Caucus of Senators, by contacting its Officers, to request membership.
BYLAWS OF THE FACULTY GOVERNANCE ORGANIZATION
OF THE COLLEGE OF THE LIBERAL ARTS

ARTICLE I

OFFICERS

The Officers of the Faculty Governance Organization of the College of the Liberal Arts are the Chair, the Secretary, and Caucus’s Senate Council Representative. These Officers are elected annually by the voting members of the Liberal Arts Caucus of Senators.

ARTICLE II

MEETINGS

Section A. Regular and Special Meetings

Meetings of the Faculty Governance Organization of the College of the Liberal Arts are held at least once per semester, on dates chosen by the Officers in consultation with the Dean, or at the request of ten percent of the College’s full-time faculty.

Section B. Attendance

Attendance and participation are limited to members of the Liberal Arts faculty and the faculty representatives to the College from other colleges, where applicable, except as indicated below.

1. Officers of the Liberal Arts Undergraduate Council and student representatives to Liberal Arts committees are invited to attend faculty meetings as observers.

2. Any members of the Penn State academic community may petition the Officers for the opportunity to make a forensic presentation at faculty meetings. Such petitions must be presented to the Officers by noon on the day preceding the faculty meeting.

3. Guests may be invited by the Officers to address the faculty on appropriate agenda items.

Section C. Agenda

The Chair of the Faculty Governance Organization, in consultation with the Dean, will establish the agenda, which will be made available at least one week prior to the meetings.
ARTICLE III
ELECTIONS

Section A. Electorate

1. Except as specified elsewhere in this document, the electorate for elections within the College of the Liberal Arts is as defined in the Constitution (A.) III above.

2. To accord with University Faculty Senate policy, the electorate for the Senate is defined as all persons who are not candidates for degrees at Penn State and who hold full-time academic appointments in the College as outlined in the University’s Policy AC21 – Definition of Academic Ranks.

Section B. Election Procedures

1. General Procedures

   a. Where otherwise specified the nominating committee for all College elections will be the Committee on Committees of the College of the Liberal Arts; and the procedures in this section on General Procedures will be followed. The Committee on Committees consists of the members of the Liberal Arts Tenure-Line Faculty Advisory Committee and the members of the Liberal Arts Teaching Faculty Advisory Committee, or, if these committees prefer, a subcommittee of their members, to include both tenure-line and fixed-term representation. The Committee on Committees will select its own Chair.

   b. Staff in the Dean’s Office will issue an annual written call to the faculty for preferences for College service. The Committee on Committees will draw from, but not be limited to, the results of the preference call, and will then prepare a preliminary slate and its Chair will consult with the Dean before finalizing this slate. The final slate will include at least one and a half times as many nominations as seats to be filled.

   c. Staff in the Dean’s Office will ensure that each eligible voter is provided with a ballot, and the voting will be by secret ballot on paper or online as determined by the Dean’s Office. Ballots will indicate the maximum number of votes that can be cast, which will equal the number of candidates to be elected. Electors may vote for as many candidates as they wish up to the maximum.

2. Election of Senators

   a. As noted above, the Senate Caucus has its own Nominating Committee that identifies candidates, drawing from, but not limited to, responses to the Dean’s Office's annual written call to the faculty for preferences for College service.
b. Each candidate for a University Faculty Senate position may prepare a brief statement of personal qualifications and the ideas or programs to be pursued, if elected. Any such statement will be given to the Dean’s Office at least five (5) calendar days prior to the commencement of the balloting period and will be distributed by staff in the Dean’s Office.

c. Staff in the Dean’s Office will ensure that each eligible voter is provided with a ballot, and the voting will be by secret ballot on paper or online as determined by the Dean’s Office.

d. The number of Liberal Arts Senators to be elected and the length of terms is designated by the University Faculty Senate Office.

e. Those persons receiving the highest number of votes will be declared elected to the designated number of full, four-year terms. Those receiving the next highest number of votes will be declared elected to any open three-, two-, and one-year terms, in that order. The candidates receiving the next highest number of votes will be elected alternates to fill temporary vacancies in unexpired terms. Ties will be broken by lot.

f. In the event that the number of alternates to fill unexpired terms is insufficient to replace Senators who have resigned or will be absent for a period of more than three months, the College will address the shortfall by special election, the procedures for which consist of: (1) the Faculty Organization’s Chair, after consultation with the Dean of the College, will appoint the necessary number of faculty members to restore membership to its Senate-approved level for the appropriate period(s) of time, with (2) concurrence of the majority of those Senators eligible to vote who attend the closest forthcoming business meeting of the Caucus of Liberal Arts Senators. If these Senators do not concur, the Chair will suggest one or more further faculty members for approval by the Caucus.

STANDING RULES

ARTICLE I

RULES OF PROCEDURE

The rules of procedure shall be those of Robert’s Rules of order, Newly Revised 2000. Unless otherwise specified, each Standing Committee will contain faculty representation from both the social sciences and the humanities.
ARTICLE II
COMMITTEE STRUCTURE
OF THE FACULTY GOVERNANCE ORGANIZATION

Section A. Membership of Standing and Ad Hoc Committees

1. Standing Committees of the Faculty Governance Organization. In the Spring of each year, faculty will be asked to express their preferences for any standing committees of the Faculty Governance Organization on which they wish to serve. Taking into account these preferences, and after consulting with the Dean and others as appropriate, the Committee on Committees (see Bylaws III. B. I. a above) will appoint members and Chairs. This process applies to those standing committees on which membership is not otherwise specified.

Unless otherwise specified, terms of office will be for two years with approximately half of the members chosen each year.

2. Other Committees. For any ad hoc committees of the Faculty Governance Organization, faculty will be invited, as above, to express preferences and the committee will be appointed by the Committee on Committees, after consultation with the Dean and others as appropriate.

Section B. Committee Operation

The Chair of each committee is responsible for calling and conducting meetings and filing copies of the minutes with the Dean's Office. Faculty may contact committee members directly to raise matters the committee should pursue. On behalf of the Chair of the Faculty Governance Organization, the Dean’s Office will make public a list of members of the standing committees of the Faculty Governance Organization as early as possible each academic year. At the end of each year, the Chair of each committee will submit a brief report to the Dean’s Office, summing up major accomplishments and recommending, as appropriate, action for the next year’s committee to consider. These reports will be archived by staff in the Dean’s Office and made available to any interested faculty member in the College.

Section C. Committees

1. Liberal Arts Caucus of Senators. This body consists of those individuals in the College elected to the University Faculty Senate, as well as the Dean and Associate Deans of the College who have ex officio, non-voting status. The Caucus represents the voting unit of the Liberal Arts faculty at University Park in its relations with the University Faculty Senate. The Caucus addresses the current business of the Senate. It may recommend legislation and other actions to the Senate. It also has a consultative role to the Dean’s Office. In that role the Caucus may review, study, and evaluate College-wide programs, as well as recommend actions to the Dean and to the Faculty Governance Organization of the College of the Liberal Arts as it sees fit. The
Caucus will also provide consultation on nominations for the College’s Tenure-Line Promotion and Tenure committee and Sabbatical Leave committee.

The Caucus of Liberal Arts Senators annually elects its Chair, Secretary, and Senate Council Representative, who are the Officers of the Faculty Governance Organization, and such other officers as may be necessary for the Caucus to conduct its business.

2. Liberal Arts Tenure-Line Faculty Advisory Committee. The function of the Committee is to address matters that the Committee, the tenure-line faculty, or the Dean consider appropriate and to make recommendations to the Dean.

The Committee's membership will consist of eight University Park faculty. It meets with and advises the Dean of the College of the Liberal Arts. Seven faculty members, who must be tenured faculty members in the College, are elected by a direct vote of the tenure-line University Park Liberal Arts College faculty. Members serve two-year staggered terms. Faculty with administrative appointments on the Dean’s staff, department heads, program directors, or center or institute directors are not eligible to serve on this committee. The Chair of the Faculty Governance Organization (who is also the Chair of the Liberal Arts Caucus of Senators) also serves. The Committee selects its own Chair.

3. Liberal Arts Teaching Faculty Advisory Committee. The function of the Committee is to address matters that the Committee, the Teaching Faculty, or the Dean consider appropriate and to make recommendations to the Dean.

The Committee’s membership will consist of seven University Park faculty, including at least five in the teaching professor ranks (Lecturer, Assistant Teaching Professor, Associate Teaching Professor, Teaching Professor). The Committee meets with and advises the Dean of the College of the Liberal Arts. Faculty membership is determined according to the Bylaws, III. B. 1. a., above. Members serve two-year staggered terms. The Associate Dean for Undergraduate Studies will serve as an ex officio, non-voting member. The Committee selects its own Chair.

4. Liberal Arts Undergraduate Studies Committee. The Committee's functions are to promote excellence in undergraduate teaching and advising and to serve in an advisory capacity to the Associate Dean for Undergraduate Studies. The Committee meets with and advises the Associate Dean for Undergraduate Studies.

The Committee's membership will consist of seven members, including: (1) Liberal Arts faculty from both the social sciences and the humanities; (2) one Director of Undergraduate Studies in the College and (3) one undergraduate student. Members serve two-year staggered terms. Faculty membership is determined according to Bylaws, III. B. 1. a., above. The other members are appointed by the Associate Dean for Undergraduate Studies. The Committee selects its own Chair.
The Liberal Arts Undergraduate Studies Committee (with the student member recused when needed) will be responsible for:

a. serving as the Letters, Arts, and Sciences faculty advisory committee;
b. making recommendations for awards and scholarships;
c. other functions as deemed appropriate.

5. Liberal Arts Tenure-Line Promotion and Tenure Committee. The functions of the committee are defined in University and College documents, including AC23.

The Committee’s membership consists of seven tenured professors. Members serve three-year staggered terms. Faculty have input into selection of the membership at two points. First, at the beginning of the academic year, each department of the College, by a procedure of election or selection established by its faculty, is invited to nominate one professor with tenure, who need not be a member of that department. Department heads and members of the Dean’s staff (such as the Associate or Assistant Deans) are not eligible. Second, the Dean consults with the elected Liberal Arts Caucus of Senators about this list of nominees. The Dean then fills vacancies in the seven positions on the Promotion and Tenure Committee from the list of nominees, keeping in mind considerations such as representation of different disciplines, a balance of social sciences and humanities, gender, and relevant experience. For non-UP promotion or tenure cases (where the faculty member is not located at UP but the tenure home is at UP), the Dean will add one Liberal Arts tenured professor from a non-UP location.

6. Liberal Arts Teaching Faculty Promotion Committee. The functions of the committee are defined in University and College documents, including AC23.

The Committee’s membership consists of five Teaching Professors. Members serve three-year staggered terms. Faculty members are elected by a direct vote of the University Park Liberal Arts College Teaching full-time faculty. The TFAC promotion committee will make recommendations to the Dean on departmental teaching faculty promotion cases.

7. Liberal Arts Sabbatical Leave Committee. The function of this committee is to review sabbatical proposals from Liberal Arts faculty and make recommendations to the Dean. Membership is limited to tenured Liberal Arts faculty at the rank of associate professor or professor. The Committee will consist of five members who serve three-year staggered terms. Procedures for selection of members are the same as for the tenure-track Promotion and Tenure Committee, in order to ensure appropriate representation in humanities and social sciences, different disciplines, gender, and relevant experience.

8. Liberal Arts Committee on Diversity, Inclusion, and Transformation. The function of this committee is to advise the Dean on policies, initiatives, and procedures to encourage inclusion and diverse representation among Liberal Arts faculty, staff, and students. Committee activities may include but are not limited to formulating initiatives, supporting proposals for College
stakeholders, and helping to keep College strategy aligned with College and University commitments to diversity and inclusion.

The Committee will consist of no fewer than five members and will include faculty, staff, and student members. The Dean’s Office will invite faculty, staff, and students to indicate their interest and prepare a slate; the Dean will consult with the Liberal Arts Senate Caucus, the Committee on Committees, and others as appropriate. In consultation with the Liberal Arts Senate Caucus Chair (this officer is also Chair of the Faculty Governance Organization), the Dean will finalize the committee’s membership. The College's director of the Office of Diversity and Inclusion will serve as an *ex officio*, nonvoting member. Members serve three-year staggered terms.

**ARTICLE III**

**THE LIBERAL ARTS COLLEGE OMBUDSPERSON**

The function of the Ombudsperson is to advise faculty and administrators; assist in the informal resolution of differences; and help assure that appropriate department, college and/or campus procedures are exhausted before referring the case to higher levels. The Ombudsperson will inform the appropriate college or campus officials if a matter cannot be resolved at the lower level. The Ombudsperson is specifically enjoined not to exceed the role of adviser by holding hearings, substituting their judgment for that of appropriate administrative or faculty bodies, or serving as counsel for either party to a complaint before a hearing board. The College Ombudsperson is one of multiple Ombudspersons University-wide, as described in Policy AC76. The term is usually three years.

To select the Ombudsperson, the Dean’s Office will invite tenured or retired tenured Liberal Arts faculty (for eligibility, see just below) to indicate their interest and prepare a slate. The Dean will consult with the Liberal Arts Senate Caucus and the Committee on Committees about this slate. The Caucus Chair (this officer is also Chair of the Faculty Governance Organization) will finalize the appointment of an Ombudsperson and an alternate from this slate.

Eligibility: any Liberal Arts tenured faculty member, except department heads and members of the Dean's staff, who is not a member of either the College's Committee on Tenure-Track Promotion and Tenure, the College’s Teaching Faculty Promotion Committee, or the University Faculty Senate’s Committee on Faculty Rights and Responsibilities, is eligible to serve as Ombudsperson. Any retired faculty member of the College who held tenure and was an eligible voter for Senate elections at the time of retirement and expects to reside in the University Park area is also eligible.
ARTICLE IV

AMENDMENTS

Section A. Amendments to Liberal Arts Constitution, Bylaws, and Standing Rules (Liberal Arts Rules and Procedures)

This document will be reviewed by the Liberal Arts Senate Caucus, in consultation with the Dean, every five years if not sooner. The Caucus may propose substantive amendments to this document, on which amendments will be adopted if approved by a majority of the Faculty of the College of the Liberal Arts who vote. The faculty will vote by secret mail ballot (which may be online). The rationale for each such amendment will accompany the ballot. On behalf of the Chair of the Faculty Governance Organization, staff in the Dean’s Office will conduct this ballot.

Section B. Editorial Changes to the Liberal Arts Constitution, Bylaws, and Standing Rules (Liberal Arts Rules and Procedures)

The Chair of the Liberal Arts Caucus of Senators is authorized to appoint an editorial subcommittee. This subcommittee will have the power to make editorial nonsubstantive changes in any part of this document. These changes will be reported to the faculty at the earliest convenient time subsequent to their being made.

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