

**GOVERNANCE DOCUMENT & BYLAWS OF THE BELLARMINE COLLEGE OF THE LIBERAL ARTS (BCLA)
(Revised Proposal 14 November 2014 By Joint Recommendation of Dean Robbin Crabtree and the
Members of the BCLA Shared Governance Task Force)
Approved by BCLA Faculty Vote on January 23, 2015
Revised by BCLA Faculty & Staff Vote on February 12, 2020**

Preamble

The Bellarmine College of Liberal Arts (BCLA) offers a transformative educational experience founded upon academic excellence, respect for our diverse global community, and a passion for creating a more just and humane society. Inspired by the rich heritage of our Jesuit, Marymount, and CSJ traditions, we create a distinctive academic environment that liberates the mind, nourishes the spirit, and cultivates creativity for the challenges of today and tomorrow. The College reflects the University's mission to encourage learning, educate the whole person, serve faith and promote justice.

Principles of Shared Governance

In its shared governance procedures and mechanisms, the BCLA is guided by the following principles:

- A healthy system of shared governance is characterized by accountability, transparency, integrity, collegiality, mutual trust, and good faith. It is collaborative and consultative, allowing full participation and joint responsibility in decision-making.
- Shared governance should provide for open communication and deliberation within and among the various constituencies. This communication should occur both prior to decisions being made, in order to allow for constituencies to participate in the decision-making process, and in the implementation of decisions.
- A system of shared governance should have mechanisms that enable diverse constituencies to work collaboratively toward a common purpose as well as mechanisms through which questions, ideas, and concerns can be effectively and constructively channelled.
- In order for the various constituencies to have their viewpoints represented, effective shared governance must include elected, representative bodies.
- A system of shared governance should have features of subsidiarity that take into account the interests, expertise, and responsibilities different constituencies have in relation to their primary and other roles.
- A system of shared governance should clearly define and allocate decision-making authority and accountability.
- These principles are consistent with the university's commitment to academic freedom, including the associated principles and practices of free inquiry involving diverse opinion and practices, schools of thought and perspectives.

These shared principles and the following Bylaws describe the College's structure and its procedures for deliberation and decision-making. They are subject to and superseded by any explicit provision for College or Departmental conduct contained in the LMU Faculty Handbook, and should also be interpreted in a manner consistent with University rules and regulations and with the AAUP's "Statement on Government of Colleges and Universities" and "Statement on Academic Freedom and Tenure."

Article I – The College

The College is the community of faculty, academic administrators, staff, and students who work and study in LMU's academic programs in the Liberal Arts. The institutions of the College are the College Council; the Office of the Dean; the Academic Departments and Programs; and the Committees of the College; along with other practices of College governance established by these Bylaws or by College policy.

A. The College Faculty

1. The members of the College Faculty are those LMU faculty members whose primary faculty appointments are in or shared with the Bellarmine College of Liberal Arts.
 - a. Criteria and procedures for the appointment and retention of faculty, and definitions of the categories of tenured, tenure-line, term, and part-time faculty, are detailed in the Faculty Handbook. For the purposes of College governance, the College distinguishes between two types of Faculty:
 - i. Continuing Faculty: Includes full-time, tenure-line faculty, clinical faculty, and continuing instructors.
 - ii. Contingent Faculty: Includes visiting faculty, faculty on short-term, non-renewable contracts, and part-time faculty.
 - b. Faculty members formally on leave are excused from College service, but retain the right to attend faculty meetings and to cast votes on questions put to the College faculty or the College community.
 - c. Faculty members holding part-time administrative appointments below the rank of Assistant Dean (such as Department Chairs and Directors of Centers, Offices, and Programs) retain participation and voting rights within the College except as restricted by the Faculty Handbook and Faculty Handbook Addenda.
2. The College Faculty have the primary responsibility for the College's curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.

3. Faculty representatives should be selected by the faculty according to procedures determined by the faculty and in accordance with the membership structures and procedures of each College Committee. The structure and procedures for faculty participation in the College as a whole should be designed, approved, and established by joint action of the constituent components of the College, as in these Bylaws and in other policies established pursuant to these Bylaws.

B. Academic Administrators

1. Academic administrators, for purposes of these Bylaws, are those College employees who hold faculty appointments and administrative rank at or above the rank of Assistant Dean.
2. Because of the role the Dean, and those of the Associate and Assistant Deans in reviewing and approving recommendations from the College faculty and the College community, these administrators have voice but no vote on faculty Committees. Those who serve on the College Council and College Committees do so in an *ex officio*, non-voting capacity.

C. Staff

1. College staff, for purposes of these Bylaws, are those non-faculty LMU employees (excluding student workers) whose primary professional responsibilities and reporting lines fall under the authority of the Office of the Dean and/or the College's Academic Departments and Programs.
2. Staff members are represented on the College Council and/or College Committees in relation to their interests, expertise, and responsibilities. While all staff may vote for their representatives, only full-time staff may serve on the College Council or, where appropriate, College Committees.

D. Students – College students, for purposes of these Bylaws, fall into two categories:

1. Undergraduate Students: Those full-time and part-time BCLA students who major in one or more academic programs within the College. While all undergraduate students may vote for their representatives, only full-time students may serve on College Committees.
2. Graduate Students: Those full-time and part-time BCLA students enrolled in one of the College's graduate programs. While all graduate students may vote for their representatives, only full-time graduate students may serve on College Committees.

E. Other Associates – Many other categories of colleagues and members of the other constituencies who support the college, such as LMU students, administrators, faculty and staff from other Colleges/Schools and Divisions, College Alumni, Trustees, Regents, Advisors, Donors, and Friends, are members of the College community, but do not play a direct role in the deliberative and governance structures and practices described in these Bylaws.

Article II – The College Council

A. Powers and Responsibilities

1. The College Council is the formal body that recommends policies and resolves questions of governance procedures for the College.
 - a. The Dean shall consult with the College Council on matters pertaining to the College, including the curriculum and pedagogy; program review and assessment; strategic planning and resource allocation; faculty, staff, and student affairs; and general educational policy. The Council is empowered to refer issues to committees, to form ad hoc committees and task forces, to conduct studies, and to make recommendations to the Dean.
 - b. The Standing Committees of the College shall report jointly to the College Council and the Dean, with the exception of the Faculty Review Committee, which reports directly to the Dean. The Council shall refer issues to committees, who shall then issue recommendations to both the Council and the Dean. The Council shall consider any matters presented to it by the Standing Committees and may act upon committee recommendations and/or follow up on recommendations made to the Dean.
2. The recommendations of the College Council represent the voice of the BCLA Faculty, Staff, and Students, and are advisory to the Office of the Dean and the University Community. Its recommendation expresses the will of the faculty regarding questions arising within the faculty's primary, collaborative, and advisory areas of responsibility, as informed and influenced by the advice of its staff and student colleagues, and the will of the College community regarding questions affecting its faculty, staff, and students.
3. The Dean reviews the recommendations of the Council and the Standing Committees and then endorses and, where appropriate, forwards the recommendation to the Provost. In cases where the Dean overrules or rejects a Council or committee recommendation, the Dean shall provide reasons for the decision to the Council in a timely manner, and the Council shall have the opportunity to revise its recommendation. The Dean shall issue final decisions regarding Council recommendations in writing, including reasons for any decision that overrules a Council recommendation.

B. Membership

The members of the Council shall be:

1. Departmental Representation:

- a. Each academic department in the College shall have one representative, the Department Chair, on the Council.
 - b. Should the Chair be unable to attend a meeting of the College Council, they may designate – by email to the Council Chair and the appropriate Associate Dean – a tenure-line faculty member as their representative at the specific meeting. Such representatives have full rights of participation, including voting rights.
2. Other Faculty Representation (5):
- a. One member appointed by the College Council Executive from among current BCLA Faculty Senators, to serve a term of one year. The term may be renewed.
 - b. Two Continuing Faculty members, at least one of whom shall be pre-tenure, to serve a non-renewable term of three years (with terms staggered).
 - c. At least one term must elapse before a Continuing Faculty member seeks re-election on the Council.
 - d. Immediate-past department chairs are not eligible for election to the Council until at least two years have elapsed.
 - e. Two Contingent Faculty members, elected by all Contingent Faculty members, each to serve a term of one year. Contingent faculty representatives may serve in no more than two consecutive years, then at least one year must elapse before seeking another term.
3. Staff Representatives (1): One full-time staff member, elected by all staff members, to serve a non-renewable term of three years. At least two consecutive terms must elapse before a staff member seeks re-election.
4. Dean's Office Representatives: The Dean, Associate Deans, and Assistant Dean shall serve as *ex officio*, non-voting members of the Council.
5. No Council member shall serve simultaneously on more than one other Standing Committee in the College.

C. Elections

- 1. General elections shall be held each spring semester, in the manner specified by the Council. Elections for Contingent Faculty members shall be held at the beginning of each semester.
- 2. All individuals eligible to hold a particular seat may self-nominate, or accept a nomination by another individual eligible to vote for that same seat.
- 3. Vacancies due to anticipated leaves shall be filled by an election in the spring, and the substitute

shall serve for the duration of the term s/he is filling or the duration of the leave, whichever is shorter. Unanticipated vacancies shall be filled, where feasible, according to procedures established by the Council.

4. An Elections Committee of the Council shall be appointed according to rules established by the Council, and shall maintain a set of election procedures and conduct the nomination and election process according to those procedures.
5. The Elections Committee shall be empowered, with the approval of the Executive Committee, to stagger the length of terms to ensure continuity of membership on the Council, both in the initial election to populate the Council, and to accommodate vacancies that arise.
6. If in any election process it should occur that, by the time nominations are closed, no eligible candidate has been nominated for a specific seat in a defined constituency, that seat shall be uncontested in the immediate election. Nominations shall again be sought for that seat at the earliest reasonable opportunity to hold a special election in the relevant constituency, until such time as the seat is filled.

D. Executive Committee

1. The Executive Committee of the College Council shall consist of the Executive Committee Chair, Vice-Chair, and the Secretary.
2. Members of the Executive Committee shall be elected at the final meeting of the Council in each academic year by the new and continuing council members.
3. The Executive Committee shall consult closely with the Dean to construct Council agendas and on all business of the Council.
4. Chair of the Council
 - a. The Chair of the Council shall be a faculty member of the Council with tenure, who has (with the exception of the first chair) served at least one year on the Council, and shall serve a term of one year as Chair. No one shall serve more than two consecutive terms as Chair.
 - b. The Chair shall preside at meetings of the Council; select the parliamentarian; exercise the powers of the Council; and represent the College Council to the College and University communities.
 - c. The Chair, or her/his designee, shall preside at all full meetings of the BCLA faculty.
5. Vice-Chair of the Council
 - a. The Vice-Chair of the Council shall be a faculty member of the Council with tenure and shall serve a term of one year.

- b. The Vice-Chair shall act as Chair of the Council in the Chair's absence, and assist the Chair in the leadership of the Council as determined by the Executive Committee.

6. Secretary of the Council

- a. The Secretary of the Council shall be any member of the Council and shall serve a term of one year.
- b. The Secretary shall prepare and distribute minutes and handle correspondence and records of the Council, as well as the minutes of any meetings of the full BCLA faculty, with administrative assistance provided by the College.
- c. The Secretary shall ensure that all approved minutes and other documents are posted to the appropriate websites and that archives of Council business are maintained.

7. Responsibilities of the Executive Committee

The Executive Committee shall call Council meetings, set the agenda for all Council meetings in consultation with the Dean, invite guests to the Council meetings as appropriate, appoint or recommend appointees to the Committees of the College as provided for in these Bylaws, and act as liaison between the Council and the Office of the Dean.

E. Meetings

1. Meeting Requirements

- a. The Council shall ordinarily meet once per month. Additional meetings may be called by the Executive Committee, with previous notice.
- b. A majority of the Council membership, excluding formal vacancies, constitutes a quorum.
- c. These Bylaws shall empower the various constituencies (e.g., non-tenure faculty, contingent faculty, staff, students) to establish networks for communication, both electronic and in person, to discuss issues of interest to the specific constituency group. The Council shall provide such support as it deems necessary to ensure the deliberative effectiveness and freedoms appropriate to such networks.
- d. Hearings on specific issues may be called for the purpose of providing a forum at which interested parties may present information and express opinions. Hearings may be initiated either by the Council or by a College Committee.

- e. The Executive Committee may call an executive session of the Council, at times other than those reserved for regular meetings, limited to voting members of the Council.
- f. The Dean, in consultation with the Executive Committee, may periodically call separate meetings of the Chairs only, to consider operational questions pertaining to departments that fall outside the scope of the Council's deliberative responsibilities.

2. Agenda and Conduct of Meetings

- a. The Executive Committee, in consultation with the Dean, sets the agenda for Council meetings. Individual Council members, including *ex officio* members, may submit agenda items to the Executive Committee. Upon receipt of the submission, the Executive Committee shall either put the item on the agenda of the next Council meeting, allow for its introduction at the next meeting during the period for new business, or refer the item to the appropriate College Committee (with an announcement of such action).
- b. Council meetings shall be conducted according to Robert's Rules of Order.
- c. Ordinarily, Council meetings are conducted in a deliberative fashion aimed at reaching consensus decisions where possible and relying on majority vote to decide questions about which there is disagreement.
- d. Council members must be present at meetings to vote, as provided for in Robert's Rules of Order. Though members may not vote by proxy or by email, the Council may provide, by majority vote and on a case-by-case basis, for members to participate in live deliberations through electronic means. In such circumstances, members may vote at any meeting at which they have so participated.
- e. All meeting minutes, including relevant documents and communications as appendices, shall be published following approval.

3. College-wide Faculty Meetings

- a. The Council Executive Committee, through the Council Chair, calls meetings of the full BCLA faculty, typically at least once each semester.
- b. The agenda for BCLA faculty meetings shall be set by the Council Executive Committee, in consultation with the Dean, and shall be announced at least a week in advance of the meeting, including any possible action items on which a faculty vote might be required.

- c. BCLA faculty members may place issues on the agenda by submitting an agenda item to the Council Executive, including the signatures of at least 10% of the Continuing Faculty, at least two weeks in advance of the scheduled meeting.
- d. On action items requiring votes, a quorum of a majority of all Continuing Faculty is required. All Continuing Faculty may vote on action items at the college-wide faculty meeting. Contingent Faculty may participate in the meeting, but do not have a vote.
- e. Reports from BCLA Standing Committees should be made, in meetings and/or in writing, at least once a year to the full BCLA faculty.

Article III – The Office of the Dean

A. The Dean

- 1. The Dean is the chief academic and administrative officer of the College and is responsible for the vitality and administration of all programs and activities within the College and for leading the College's efforts to advance the University's mission and to achieve University goals.
- 2. The process by which the Dean is selected, the term of office, and the Dean's regular and special duties are determined by the President and the Provost.
- 3. The Dean's responsibilities as articulated by the President shall be appended to this document. The Dean reports directly to the Provost and is accountable to the Provost for the able performance of these duties.
- 4. In fulfilling the responsibilities of the office, the Dean will consult regularly with the BCLA faculty and the College Council.
- 5. The Dean shall undergo periodic evaluations according to the procedures established by the President as advised by the Provost and the Faculty Senate.

B. The Office of the Dean

- 1. The Dean may appoint subordinate officers and delegate to them any power of the office, except those specifically reserved to the Dean individually by the Faculty Handbook or university policy.
- 2. The Dean shall take care to delegate those powers of office that involve final decisions in areas affecting the faculty's primary areas of responsibility to those officers holding faculty appointments (such as Associate Deans).

3. The Dean shall consult the College Council about the assignment and delegation of specific powers and responsibilities to subordinate officers, and shall inform the Council when notable changes in these assignments occur.
4. The College Council shall be given the opportunity to periodically provide formal feedback to the Dean about the effectiveness of the administrative structure of the College.

Article IV – Academic Departments and Programs

- A. Departments, Programs, and Institutes/Centers Defined –
 1. The Department shall be the fundamental unit of academic organization within the College. Each Department shall administer programs of instruction, research, and service in a field or closely related fields of knowledge.
 2. Academic Programs and Centers/Institutes, both degree-granting and non-degree-granting, may be established as necessary to assist the College in its teaching, service, and research programs.
- B. Membership – The membership of Departments, Academic Programs, and Institutes shall include all tenure-line faculty members in the unit. Individual departments and programs may choose to extend full membership, including voting rights, to non-tenure-line faculty, as stipulated in the unit’s Bylaws and to the degree permitted by the Faculty Handbook.
- C. Department Chairs – Department Chairs are appointed by the President, after consultation with the Provost and the College Dean, on the recommendation of the members of the Department, according to the procedures described in the Faculty Handbook.
- D. Powers and Responsibilities – Each Department, Program, or Institute/Center shall have primary responsibility for maintaining the academic program within its jurisdiction, including the curriculum, subject matter and methods of instruction, research, faculty status, and student engagement. Authority on academic matters rests with the unit faculty, which shall collectively develop procedures for discharging this responsibility. These responsibilities are undertaken in close consultation with the Dean.
- E. Bylaws – Each Department or Program shall have Bylaws to provide for its own procedures for deliberation and decision-making, ratified and approved by action of the Department or Program faculty, subject to review by the Dean and College Council.

Article V – Committees of the College

- A. Council Committees

1. The College Council is empowered to establish Council Committees. These shall include:
 - a. the College Planning Committee;
 - b. the Elections Committee; and
 - c. such other Council Committees as the College Council shall deem necessary and proper.

2. Membership:
 - a. The membership of each Council Committee shall be established from among the Council membership through Committee Bylaws, according to the following guidelines:
 - i. Members of the Council Committees shall be appointed by the Executive Committee of the College Council.
 - ii. Each Council Committee's Bylaws shall stipulate the number of members and the constituencies they represent. Special provision may also be made to ensure adequate representation for non-tenured (pre-tenure and non-tenure-line) faculty.
 - iii. All committee members shall serve one-year terms. No committee member may serve for more than two terms consecutively.
 - b. A tenured faculty member, elected by the members of the committee for a term of one year, shall chair council Committees, with the exception of the College Planning Committee. The College Planning Committee shall be co-chaired by the Dean and a tenured faculty member, elected by the members of the committee for a term of one year.
 - c. Each Council Committee shall include the appropriate Assistant or Associate Dean as an *ex officio*, non-voting member.

3. Bylaws for the Council Committees shall be established and approved by the College Council. Copies of the Bylaws of these committees shall be kept on file by the College Council and posted on the College faculty webpage. Amendments to the Bylaws shall be approved by the College Council.

4. Meetings – Each Council Committee shall meet at least once each semester. Committee bylaws may require more frequent meetings. The Chair shall convene meetings and determine the agenda. All meeting minutes, including relevant documents and communications as appendices, shall be published following approval.

5. Council Committees have responsibility for deliberations and for making recommendations regarding College policies, and in some cases for implementing and applying College policies to specific cases, as specified in their Bylaws and consistent with the brief descriptions below:
 - a. College Planning Committee: This committee shall make recommendations regarding the College's strategic planning process and priorities, and provide input regarding the allocation of resources as well as College-wide hiring priorities. The CPC shall provide direction related to major BCLA events, such as the Bellarmine Forum and annual Convocations. The committee should also include staff representation. The BCLA University Relations liaison shall serve *ex officio*, without vote, on the CPC.
 - b. Elections Committee: This committee shall conduct the annual elections to the College Council and the College Standing Committees.
6. Council Committees report to and make recommendations to the College Council as a whole, for consideration and action by the full Council.

B. Special and Ad-Hoc Committees of the College

1. The College Council is empowered, in consultation with the Dean, to create Special or Ad-Hoc Committees to address particular issues. Such committees shall have limited mandates and shall be terminated at the fulfillment of their mandates, as determined by the Council.
2. Members of Special or Ad-Hoc Committees of the College are appointed by the Council Executive Committee.
3. Special and Ad-Hoc Committees shall report to the College Council.

C. Standing Committees of the College

1. The College Council is empowered to establish Standing Committees of the College. These shall include the Committee on Curriculum and Assessment; the Faculty Review Committee; the Faculty Development Committee; the Graduate Studies Committee; the Student Engagement and Success Committee; and such other Standing Committees as the College Council shall deem necessary and proper. All College Committee policy recommendations are advisory to the Dean.
2. Membership:
 - a. The membership of each Standing Committee shall be established through Committee Bylaws approved by the College Council and the Dean, according to the following guidelines:

- i. Each Standing Committee of the College shall have either elected membership, appointed membership, or a combination of elected and appointed membership, as specified in the Committee's Bylaws. Elected members of Standing Committees shall be chosen through a method of election to be determined by the Council and carried out by the Council's Elections Committee. Appointed members of Standing Committees shall be appointed by the Council's Executive Committee.
 - ii. Each Standing Committee's Bylaws shall stipulate the number of members and the constituencies they represent. Special provision may be made to ensure adequate representation from non-tenured (pre-tenure and non-tenure line) faculty.
 - iii. Each Standing Committee's Bylaws shall encourage a balance of disciplinary and other relevant perspectives amongst its Continuing Faculty representatives; no more than one faculty member per department may serve on any committee.
 - iv. Standing Committees in which Contingent Faculty, Staff, and Students have vested interests shall include representatives elected from these constituencies as appropriate.
 - v. All committee members, with the exception of Contingent Faculty, student representatives, and members who serve on committees by virtue of their offices, shall serve three-year terms. Student representatives shall serve one-year terms. Contingent Faculty representatives shall serve one-semester terms. No committee member, excluding those members who serve by virtue of their offices, may serve for more than two terms consecutively, except Contingent Faculty representatives, who may serve up to four (one-semester) terms consecutively.
 - vi. The Elections Committee shall conduct elections for Continuing Faculty representatives, staff representatives, and student representatives as needed during the spring semester. Elections for Contingent Faculty representatives shall be held at the beginning of each semester.
- b. All Standing Committees shall be chaired by a tenured faculty member, elected by the members of the committee, for a term of one year.
 - c. Each Standing Committee shall include the appropriate Associate Dean or BCLA Dean's Office staff member (as determined by the Dean), who will serve as an *ex officio*, non-voting member.
3. Bylaws for Standing Committees shall be established and approved by the College Council and the Dean. Copies of Committee Bylaws shall be kept on file by the College Council and the Dean, and posted to the College faculty webpage. Amendments to the Bylaws shall be approved by the College Council and the Dean.

4. Meetings – Each Standing Committee shall meet at least once each semester, and typically monthly. Committee bylaws shall specify the frequency and typical schedule of regular meetings as well as procedures for calling additional meetings. The Chair shall convene meetings and determine the agenda. All meeting minutes, including relevant documents and communications as appendices, shall be published following approval. Standing Committees should have set meeting times (e.g., third Thursdays at 3:30pm) in order to ensure all nominees are available at the scheduled time.
5. Standing Committees shall report jointly to the Dean and the College Council. The exception is the Faculty Review Committee, which reports directly to the Dean.
6. The responsibilities of the Standing Committees of the College are as follows:
 - a. College Committees have responsibility for deliberations and for making recommendations regarding College policies, and in some cases for implementing and applying College policies to specific cases, as specified in their charge and Bylaws and consistent with the brief descriptions below. Once developed, all College Committee bylaws will be appended to the College Governance Document, be archived by the College Council and the Dean’s office, and be posted to the College webpage.
 - i. Committee on Curriculum and Assessment: This committee shall oversee and make recommendations on curricular matters, including new curricular initiatives, new program proposals, program modifications, academic program review, assessment of student learning, and instructional technology. The Committee shall receive annual reports from departments and programs regarding new courses developed and shall be notified of any changes in academic requirements. The CCA should have representation from the social sciences, humanities, interdisciplinary programs, graduate programs, and any other distinct curricular area of the College as specified in the Committee’s bylaws. The CCA should also include non-tenured representation and a student representative.
 - ii. Faculty Review Committee: This committee, composed of tenured members of the College faculty at the rank of Associate Professor or Professor, shall review all mid-probationary (a.k.a. fourth-year) pre-tenure dossiers and make recommendations to the Dean regarding progress toward tenure and contract renewal. It shall also conduct the periodic review of departmental rank and tenure standards. The FRC should have representation from the social sciences, humanities, interdisciplinary programs, and any other distinct curricular area of the College as specified in the Committee’s bylaws.
 - iii. Faculty Development Committee: The committee shall review applications and make recommendations to the Dean for the awards and funds in the College that support faculty and student-faculty scholarship and research. The committee develops and maintains transparent application processes, and plans programs to promote and celebrate scholarly accomplishments. The committee makes recommendations or provides input related to space, technology, and other resources pertaining to research. The FDC should have representation from the social sciences, humanities, interdisciplinary programs, and any

other distinct curricular area of the College as specified in the Committee's bylaws.

- iv. Graduate Studies Committee: This committee shall review and make recommendations pertaining to the College's graduate programs. The GSC will coordinate closely with the Dean of the College or his/her designee, as well as with the Dean of the Graduate Division on matters such as new program development, program requirements, budget modeling, cost/revenue analysis, enrollment management, governance, and other issues pertaining to the management of graduate programs. The committee should include all Directors of each of BCLA's Graduate Programs, *ex officio* with vote, other faculty representatives, and have graduate student representation.

- iv. Committee on Student Engagement and Success: This committee shall review and make recommendations for policies and procedures related to curricular and co-curricular student engagement. Areas such as student advising, undergraduate research, community-based learning and engagement, internships, faculty facilitated international immersions, and the Student Ambassadors program will fall under this committee. The Committee will coordinate with other University committees and offices that support student success, such as the Academic Resource Center, the Center for Service and Action, Career Development Services, and the Office for Undergraduate Research. The CSES will operationalize procedures related to annual student achievement awards, College funding in support of student engagement, and College efforts to report student outcomes. The CSES should have diverse disciplinary and faculty rank representation as well as staff and student representation.

- b. Official policies of the College within the faculty's primary and collaborative areas of responsibility are adopted by formal action of the College Council and approved by the Dean. Official policies of the College outside the faculty's primary and collaborative areas of responsibility are established by the Dean in consultation with the College Council.

Article VI – Ratification, Amendment, and Interpretation

A. Ratification

1. Ballots for ratification of these Bylaws shall be sent to all full-time, active, Continuing Faculty. Electronic ballots may be used.

2. These Bylaws shall be ratified if 2/3 of those responding vote affirmatively, subject to approval by the Dean of the College and the Provost. If ratified, all provisions of these Bylaws shall take effect, excluding sections II.B.2.b and II.B.3.
3. Ballots for ratification shall also be sent to all full-time active staff. If 2/3 of those responding vote affirmatively, section II.B.3 shall take effect.
4. Ballots for ratification shall also be sent to all Contingent Faculty. If 2/3 of those responding vote affirmatively, section II.B.2.b shall take effect.
5. Ratification of these Bylaws (as described in VI.A.2 above) shall replace the current Council of Chairs and committees in the College effective [date 2014] with the bodies created herein.
6. If these Bylaws are ratified (as described in VI.A.2 above), an appropriate schedule of elections to bring the Council into being shall be developed and implemented by an ad hoc committee appointed by the BCLA Department Chairs.

B. Amendment

1. Amendment of these Bylaws requires previous notice.
2. Amendments to these Bylaws may be proposed by a 2/3 vote of the Council.
3. Ballots for ratification of amendments to these Bylaws shall be sent to all full-time Continuing Faculty and staff. Electronic ballots may be used.
4. Amendments to these Bylaws shall be adopted by a 2/3 vote of all full-time Continuing Faculty in the College, subject to approval by the Dean of the College and the Provost, at which point these Bylaws shall be amended with immediate effect. As determined by the Executive Committee of the Council, staff members should vote on any revisions to the bylaws in areas of direct concern or related to their representation.

C. Interpretation

Ambiguities in meaning with respect to these Bylaws shall be resolved by action of the College Council in dialogue with the Dean.

APPENDIX A

College/School Deans at Loyola Marymount University¹

As the chief academic and executive officer of a college or school, the Dean is responsible for the vitality and administration of all programs and activities within the school or college. In partnership with the Board of Trustees and the President, the Dean leads college/school efforts to advance the University's mission and to achieve University goals.

In consultation with the faculty, the Dean is responsible for

- Developing, implementing, and revising a strategic plan that advances the mission of the college/school as a whole, ties the college/school mission to the University's mission and identity, and advances University-wide priorities.
- Ensuring that college/school educational programs are exceptional in quality and designed to meet the needs of the University's diverse student population.
- Promoting high standards in teaching and scholarship.
- Recommending the appointment of all faculty members under their jurisdiction.
- Managing faculty workload, disseminating resources to faculty, and periodically evaluating faculty in the areas of teaching, scholarship, and service.
- Making recommendations on promotion and tenure of faculty.
- Recommending the appointment of department Chairs.
- Ensuring that college/school policies and procedures are consistent with those of the University.
- Establishing and maintaining a cooperative, collegial work climate that enhances communication, trust, and productivity of and among faculty and staff.

The Dean is also responsible for

- Donor development and fundraising.
- Representing the college/school to internal and external constituencies.
- Preparing and administering the annual budgets of the college/school.
- Periodic evaluation of staff performance related to assigned duties.
- Working collaboratively with fellow Deans and other administrators.
- Serving as a member of the Deans Council.
- Other activities that affect the quality and reputation of the college/school.

The Dean may appoint Associate Deans and staff members to assist in the administration of their college/school and determine the responsibilities of each.

Deans are appointed by the President and report directly to the Provost, except for the Dean of Loyola Law School, who reports directly to the President.

¹ This page was provided by the Provost and may not be edited or amended by the BCLA Dean or faculty. Annually the Provost should be asked to provide any changes to this description which then will be appended to the BCLA Governance Document and Bylaws