

**THE UNIVERSITY OF AKRON**  
**BUCHTEL COLLEGE OF ARTS AND**  
**SCIENCES**  
**BYLAWS**

**ARTICLE I**  
**Name**

The name of this academic unit shall be the Buchtel College of Arts and Sciences, herein abbreviated BCAS.

**ARTICLE II**  
**Purpose**

The purpose of the College shall be to support and foster the activities of teaching, research, creative endeavors, and public service and outreach consistent with the mission of the University. Membership in the College affords opportunities for informational exchange and social activities in support of this mission.

**ARTICLE III**  
**Membership**

- A. General Membership in the Buchtel College of Arts and Sciences shall consist of the President, the Senior Vice President and Provost, the Dean of Buchtel College of Arts and Sciences (hereinafter referred to as the Dean), any associate or assistant to the Dean holding academic rank, department chairs/school directors, faculty (full-time and part-time), contract professionals, and staff of the Dean's Office and the departments/schools. The College shall be composed of five divisions: Arts, Humanities, Natural Sciences, Social Sciences, and The LeBron James Family Foundation School of Education.
1. Arts Division: Mary Schiller Myers School of Art; School of Dance, Theatre, and Arts Administration; and School of Music
  2. Humanities Division: English; Modern Languages; and Philosophy
  3. Natural Sciences Division: Biology; Chemistry; Geosciences; Mathematics; Physics; and Statistics
  4. Social Sciences Division: Anthropology; Criminal Justice Studies; History; Political Science; Psychology; Public Administration and Urban Studies; School of Communication; and Sociology

5. The LeBron James Family Foundation School of Education

- B. Voting Membership shall be restricted to bargaining-unit faculty as defined by the Collective Bargaining Agreement. Exceptions for voting memberships are defined in the following: Articles V.D., VIII.A.2a-c, VIII.A.3, IX, XII.E.3.
- C. The Dean shall, within 30 days after the inception of the academic year, certify a list of the College Faculty and their current status (full-time, on leave of absence, etc.). This list shall be used for the conduct of elections and shall be updated as necessary.

**ARTICLE IV**

**Officers**

- A. The Dean shall preside at all meetings of the College. In the Dean's absence, they may designate an associate or assistant dean to preside. The Dean shall be responsible for filing the minutes and for circulating copies to all members of the College.

**ARTICLE V**

**Meetings**

- A. At least one regular meeting of the College shall be called by the Dean each academic term, summer semester excepted.
- B. Special meetings of the College may be called by the Dean, by the Senior Vice President and Provost, or by the President of the University. In addition, the Dean shall call special meetings of the College when requested by the action of Buchtel College Council or upon petition of five or more of the College Faculty as established in Article III. B. Special meetings of the College may also be ordered by majority vote of those present when meeting in regular or special session.
- C. The Dean shall notify each member of the College in writing (at least five instructional days before each regular meeting and at least three instructional days prior to each special meeting) specifying the time, the place, and the agenda of the meeting.
- D. A quorum shall be twenty percent of the voting membership not on leave in the semester the meeting is held. The voting membership for College meetings shall include faculty as defined in Article III. B. plus department chairs/school directors and decanal staff with full-time faculty status of the College. Unless the question of a quorum is raised at a meeting, the action taken at a meeting shall be valid, provided the agenda shall have been clearly set forth in the notice of the meeting sent to the members of the Faculty. If a quorum is called and found lacking, the remaining agenda of the meeting shall be transferred to the next regular meeting of Buchtel College or a special meeting may be called by the Dean to complete the agenda.
- E. The Dean shall determine the agenda for regular meetings. Recommended agenda items should be submitted to the Dean two days prior to circulation of the agenda for a regular

meeting. The agenda at special meetings shall be limited to the purpose for which the meeting is called as specified in the motion or petition for a meeting. The Dean's Office will ensure that minutes are taken and published for all college meetings.

F. The normal order of business of the regular meeting shall be as follows:

1. Call to Order
2. Approval of Agenda
3. Adoption of the minutes of the previous meeting
4. Report of the Buchtel College Council
5. Reports of the Standing Committees
6. Reports of the Special Committees
7. Consideration of unfinished business
8. Consideration of new business
9. Announcements
10. Adjournment

## **ARTICLE VI**

### **Buchtel College Council**

The Buchtel College Council (BCC) is the representative body of the college faculty, responsible for maintaining academic quality and standards of excellence, with a particular focus in the following areas: courses of study and curricula of departments/schools; policies of admission to the college; structure of the college with regard to departments/schools and divisions; and faculty rights, responsibilities, and privileges, except those areas specifically governed by collective bargaining agreements. BCC and its Executive Committee shall also act as an advisory body to the Dean on these matters and others of concern to the college. The Dean will report to the Buchtel College Council in a timely manner whether the Dean approved the recommendations of the Buchtel College Council and provide a rationale for that action.

A. Membership:

1. The members of Buchtel College Council shall consist of one faculty representative from each department/school. Department chairs/school directors are eligible to serve. Representatives shall be elected every second year in the spring semester by all the faculty of the department/school, as defined by Article III.B, to serve beginning with the following fall semester. Each department/school shall likewise elect an alternate who shall serve for two years with full voting power in the absence of the representative. As nearly as possible, half of the representatives shall be elected to their two-year term in even-numbered years, the remainder in odd-numbered years. An individual with a joint appointment shall represent only one department/school.
2. The Dean of the College shall be an ex-officio, non-voting member of BCC; they may designate a member of their professional staff to serve as their alternate.
3. BCC's meeting shall be open to all other members of the College; they may speak at its deliberations upon recognition by the Chair, but they may not vote.

## B. Officers

1. Not later than its last regular meeting in the spring semester, BCC shall elect from its continuing members a Chair, a Vice Chair, and a Secretary to serve the next academic year. The Vice Chair shall preside in the absence of the Chair.
2. The Chair is responsible for:
  - a) drawing up an agenda for all regular and special meetings of the Buchtel College Council,
  - b) presiding at all meetings of the Buchtel College Council,
  - c) appointing ad hoc committees of the Buchtel College Council,
  - e) chairing the Buchtel College Council's Executive Committee,
  - h) carrying out other responsibilities as directed by the Buchtel College Council.
3. The Secretary is responsible for:
  - a) recording and distributing the minutes of all meetings of the Buchtel College Council,
  - b) distributing, at least five working days prior to any scheduled or called meeting (except in the case of emergency meetings which do not allow it), an agenda and copies of all materials requiring Buchtel College Council action,
  - c) conducting elections of Buchtel College Council officers,
  - e) recording attendance at meetings of all members as present, absent, or absent with notice. Notice of anticipated absence may be given in writing by any member to the Secretary prior to the meeting,
  - g) carrying out other responsibilities as directed by the Buchtel College Council.
4. Should an officer be unable to serve a complete term, BCC shall elect a replacement at its next regular meeting after receiving notice that the person can no longer serve. Should a representative or alternate be unable to serve a complete term, the department/school shall immediately proceed to elect a replacement. Replacements shall serve only for the remainder of the original term. If a representative and alternate are unable to attend a meeting of Buchtel College Council, the department chair/school director may appoint a representative for that meeting.
5. The Executive Committee of BCC shall be composed of the BCC Chair and one BCC representative from each division elected by BCC membership each year not later than its last regular meeting in the spring semester. The Executive Committee shall serve in a consultative role with the Dean's office and other units of the University.

C. Meetings: Buchtel College Council shall normally meet two times a month during the academic year, upon the call of its Chair or the Dean, or upon request of five BCC members. Except for emergency situations, at least five working days' notice must be given for any meeting of the Buchtel College Council. Emergency meetings and special meetings may not consider items other than those specified in the call of the meeting. The Executive Committee shall meet with the Dean at least once a term or as needed.

## D. BCC Review of Curriculum Proposals

1. BCC shall review all curriculum proposals for content/quality, accuracy, potential conflicts, and consistency. BCC shall work with proposal originators to resolve issues in these areas to prepare proposals for college review. The proposal shall be presented to BCC by the department/school BCC representative or the originator.
2. If BCC approves a proposal, it will be released for university review.
3. Proposals disapproved by the BCC shall be returned to the originating department/school with an explanation of the concerns and may be resubmitted at a later meeting directly to BCC.

## **ARTICLE VII Standing Committees of BCAS**

Standing Committees of the College are constituted by an elected representative who is a member of the college according to Article III.B. Exceptions to voting membership are noted in Article IX. The committees shall include:

### **A. Bylaws Review Committee**

The Bylaws Review Committee shall be composed of one faculty member elected from each division. Each department/school within each division will elect one candidate from that unit for divisional elections. The committee is charged with reviewing the college bylaws in even number years or as needed. Recommended changes shall be forwarded to BCC for review prior to approval by the college. Election to the committee is for two years.

### **B. College Distinguished Professor, Tenure and Promotion Committees**

Details of committee composition, election, and responsibilities are outlined in Article IX.

- a. Promotion to Professor Committee
- b. Tenure and Promotion to Associate Professor Committee
- c. Distinguished Professor Committee

C. The Office of the Dean shall call each elected College Committee together for the purpose of electing a chair.

## **ARTICLE VIII Elections**

### **A. Elected Positions for Faculty**

1. The Buchtel College of Arts and Sciences shall elect Faculty Senators from eligible faculty, as established in University Rule 3359-10-02.
2. The Buchtel College of Arts and Sciences shall elect from the tenured (and/or tenure track in the case of 2d) members of its College Faculty, representatives to the following University Committees:

- a. The Faculty Rights and Responsibilities Committee (one tenured representative, three-year term).
  - b. University Appeals Committee (one tenured Professor or Distinguished Professor representative, one-year term, not consecutive).
  - c. University Distinguished Professor Recommendation Committee (one tenured Professor or Distinguished Professor representative, two-year term).
  - d. Student Disciplinary Hearing Board Representative (Dean nominates at least one interested faculty member for a two-year renewable position).
3. The Buchtel College of Arts and Sciences shall elect from the tenured members of its College Faculty, representatives for the following College Committees and Council (see membership requirements in Article IX):
    - a. College RTP (Associate/Tenure) Review Committee
    - b. College RTP (Professor) Review Committee
    - c. College Distinguished Professor Committee
  4. The Buchtel College of Arts and Sciences shall elect from its College Faculty (as established in Article III.B.), representatives for the following College Committee and Council:
    - a. Buchtel College Council (see membership and election requirements in Article VI.)
    - b. Bylaws Committee (see membership requirements in Article VII.)
    - c. Other service opportunities for non-tenured tenure-track faculty include college tellers, University Council, and Faculty Senate.
  5. Elections to committees above shall be governed by the following provisions:
    - a. Candidates shall meet any and all stated membership requirements.
    - b. The College may elect members to other offices and/or committees not described in this section.
    - c. College Faculty shall have at least one year of service at The University of Akron before becoming eligible for any of the above committees.

## B. General Election Procedures (except for Faculty Senators)

1. By Friday of the fifth week of the Spring Semester, a representative from the Dean's Office (i.e., administrative staff) will organize the materials to begin the College elections process. This includes preparation of the following:

- List of current faculty by title, rank, and tenure status
- List of positions to be filled for the College elections
- Email distribution list of faculty participants

With the assistance of the College Tellers and/or designee, the Dean's Office administrative staff will circulate the materials at each level of the election process: nomination and balloting.

At each level of the election process, data will be summarized by the College Tellers and reported in detail to the Dean of the College.

### 2. Tellers

On or before October 1 of each year, Buchtel College Council shall appoint a sufficient number of faculty to ensure that there is one full-time teaching faculty per division serving as election tellers. Each teller serves for five years, with one replaced each year for overlap when possible. If a Teller is a candidate for an office during their period of service, they will recuse themselves from any decisions which may present a conflict of interest.

### 3. Eligibility

When faculty are notified in week five of the spring semester of the positions which are to be filled during the College Elections, that notification will include an updated description of who is eligible to be elected to the respective positions (see Appendix B for an illustration). Then, each unit will submit to the Tellers, through their BCC representative, a list of their nominations for each position they choose to submit nomination (other than Faculty Senate). Full-time teaching faculty shall be eligible to vote and to hold office, unless stated to the contrary by Faculty Senate or in the Collective Bargaining Agreement.

### 4. Nominations

- a. The list of vacant positions with updated descriptions of who is eligible for each that is distributed in week five is a call for unit-level nominations (see C2-3 below for Faculty Senate). Units will submit their nominations to the Tellers, through their BCC representative. Each unit is invited to nominate one eligible faculty member from their unit as a candidate for any vacant position. Unit nominations (and individual nominations for Faculty Senate, see C2-3 below in this same article) are due to the Tellers by 5pm on Friday of week seven in the spring semester.

- b. Upon receiving this nomination information from each unit, the College Tellers shall use this information to construct a ballot in week eight. Each eligible nominee is now a candidate.
- c. In the event that a faculty member is a candidate for more than one position, the tellers shall contact the faculty member to determine which nomination(s) they will accept. A person nominated for more than one office has the option to decline all but one.

#### 5. Balloting

- a. Each eligible voter shall cast their vote via electronic ballot. At least one calendar week shall be allowed for the voter to cast a ballot with the deadline clearly indicated on the ballot.
- b. When the election period has expired, the Dean's Office representative shall provide the electronic ballots to the Tellers. The candidate receiving the highest number of votes for each vacancy shall be declared elected.
- c. For all but Faculty Senate elections (see below for Faculty Senate), ties shall be decided by lot in the following manner. Tellers shall determine the name of the winner of the tie by a drawing of slips of paper containing the names of the appropriate persons.
- d. The results of the election shall be submitted in detailed form to the Dean for distribution to the faculty.
- e. The electronic ballots shall be archived to allow for contested elections.
- f. With the exception of a Faculty Senate Seat, in the event a vacancy occurs for any reason, at any time other than the normal election period, the vacancy shall be filled at the earliest possible time by either filling the vacancy with the next highest vote-getter, or when that is not possible by majority vote of BCC, unless otherwise specified. A Faculty Senate vacancy will be handled according to Faculty Senate Bylaws (3359-10-02).
- g. Election to any special office, other than the regular offices specified in VII.A, shall take place under nomination and election procedures specified in above Sections B and C, with the time differentials determined by the need.

#### C. Election Procedures for Members of Faculty Senate

- 1. In Spring semester, elections for open Faculty Senate positions will be held concurrently with general elections for other positions.
  - a. There shall be an equal number of senators elected from each division, maximizing the number of equally distributed divisional senators filling available positions as determined by the number of positions allocated for the college by Faculty Senate. If



- the allocation changes or circumstances create a temporary imbalance, that will be corrected at the expiration of existing terms.
- b. Once C(a) above is completed any remaining senate positions are then elected as at-large seats.
  - c. If possible, divisional senators shall be from different departments and/or schools.
2. Any person eligible to vote for Faculty Senate members may nominate one person for each vacancy within their own division and one person for each vacancy for at-large representatives. Any voter may nominate the same person for both divisional and at-large representatives. The call for these individual nominations will be sent out by the Dean's Office with the assistance of the Tellers to each individual voting faculty member. This will be sent at the same time as the nominations for the general election described above in Section 4 of this article.
  3. The College Tellers shall determine the two persons receiving the highest number of nominations for each divisional and at-large vacancy. Two candidates will be selected for each seat. In the event of a tie, the candidates will be selected by lot from those in the tie category.
    - a. If any person is nominated for both division and at-large representative, that person shall state in writing to the Tellers which one of the two nominations they will accept. If a person is nominated for more than one office, they may have the option of declining the others.
    - b. Nominees for Faculty Senate will be asked to submit a one-paragraph statement of qualifications which will appear on the ballot.
  4. Elections of Faculty Senators will then proceed as stated above in Article VIII. B. General Elections.

## **ARTICLE IX**

### **Reappointment, Tenure, and Promotion Procedures**

Procedures for Reappointment, Tenure, and Promotion in BCAS shall begin in the department/schools according to each department/school guidelines as outlined in the Collective Bargaining Agreement (CBA). The College will follow the Reappointment, Tenure, and Promotion calendar and procedures as described in the CBA, including appeals for denial of reappointment, tenure, and promotion. If at a given time there is no CBA in force, then the College will follow the calendar and procedures as described in the last-active version of the CBA.

The establishment and duties of a College-wide tenure and/or promotion review committee are described in the CBA. In the case of a tie vote, the Committee shall not endeavor to break the tie, but shall forward the tied result. Any abstentions shall be reported as well.

As outlined in Article VIII.A.3., there shall be three College-Wide Review Committees: (1) Tenure and Promotion to Associate Professor Review Committee; (2) Promotion to Professor Review Committee; and (3) Distinguished Professor Committee. Since this is a shared responsibility, faculty cannot normally serve two consecutive terms. Professors cannot serve on both (1) and (2) committees during the same academic year. The term for these committees shall be two years. Committee members of all committees shall be elected for two-year terms staggered by division when possible. Members of all college-wide review committees shall have completed at least one year of service at the University.

A. Promotion to Professor Review Committee

1. Composition

The Promotion to Professor Review Committee will have ten Professors (5 elected each year), drawn from the College as a whole, with no more than one committee member from any department/school. A minimum of six members is needed to vote on any case. Committee members will not be allowed to vote on and participate in the discussions regarding candidates from their own department/school. The committee shall elect its chair and vice-chair. The committee chair, or in their absence, the committee vice-chair, will be responsible for transmitting the committee's recommendations to the Dean.

2. Election to the Committee

Election to the committee will occur as part of the annual spring College elections. The College Tellers will randomly choose (by computerized lottery of eligible faculty) a slate of four faculty from each college division and, when possible, each from different departments and/or schools. If there are fewer than four departments/schools with eligible candidates, candidates who have served previously will be eligible to serve a second term. The College will maintain the list of eligible candidates. This list will indicate the candidate's department/school and their last date of service on this committee, and whether the candidate is on leave the next academic year or is otherwise ineligible to serve.

All tenured Professors will be requested to vote for one of the four candidates in their division. The candidates from each division receiving the most votes will be elected to the Committee. Tie votes will be resolved by lot.

B. Tenure and Promotion to Associate Professor Review Committee

The composition, election, and replacement of members shall follow the rules for the promotion to professor review committee except that tenured Associate Professors will also be eligible for service and eligible to vote on candidates to serve on this committee.

C. Distinguished Professor Review Committee

The composition, election, and replacement of members shall follow the rules for the promotion to professor review committee described above.

D. Replacement of Members for All Three Committees in This Section

If one committee member cannot serve their term due to health, faculty development leave, or unpaid leave, no replacement will occur. If two committee members cannot serve their terms due to health, faculty development leave, or unpaid leave, the candidate with the next most votes in any division from the last election will serve on the committee. A similar procedure will follow if additional committee members cannot serve. In the event a vacancy still cannot be filled this way, it can be filled by a majority vote of BCC.

## **ARTICLE X**

### **School Director/Department Chair Faculty Review**

School Directors/Department Chairs are appointed by the Dean. Directors and chairs shall be subject to formal review process as outlined in the Collective Bargaining Agreement. A majority vote of the entire full-time faculty may initiate a formative review at any point in the school director/department chair's term.

#### **A. Purpose of the Review**

The review is the process through which a recommendation is made at the School/Department and College levels on whether or not to reappoint the Director/Chair for another four-year term.

#### **B. Procedures**

As specified in the Collective Bargaining Agreement, during the final year of the school director/chair's term of appointment, directors who wish to be considered for an additional term shall be subject to a formal performance review of the preceding term.

## **ARTICLE XI**

### **Dean Faculty Review**

The Dean of the College shall be subject to formal review process as outlined in the Collective Bargaining Agreement. The evaluation process shall include the opportunity for individual bargaining unit faculty to make professional written qualitative and summary evaluations of the Dean, which may be anonymous to the extent permitted by law. The review committee's recommendation shall include a summary of the individual bargaining unit faculty's evaluations.

## **ARTICLE XII**

### **Amendment of the Bylaws**

A. Amendments of these Bylaws may be proposed by the Bylaws Committee, any individual faculty, departments/schools, or the Dean's office.

B. To activate College consideration of an amendment, the text of the proposed amendment(s) shall be submitted to Bylaws Committee.

- a. The original text shall be presented in an electronic format with the changes tracked, and the new text inserted. The proposed amendment(s) shall be accompanied by a rationale for the change.
  - b. The Bylaws Committee shall invite the proposer(s) to meet with it.
  - c. The Bylaws Committee does not have the power to reject any proposed amendment unless it is one that originates within the committee.
- C. The Bylaws Committee shall forward any proposed amendment to BCC.
- a. BCC shall discuss the proposed amendment within two weeks of receipt in the normal academic year. The proposers of the amendment shall be invited to the BCC meeting to present the proposal and answer questions.
  - b. BCC does not have the power to reject any proposed amendment unless it is one that originates within BCC and BCC declines to act on its own recommendation.
- D. BCC shall forward its recommendation on the proposed amendment(s) to the Dean's Office for circulation to all members of BCAS and to be placed on the agenda of the next College meeting. College members shall receive an electronic copy of the proposed amendment(s) no later than fourteen calendar days before the College meeting. The proposer(s) of the amendment shall have the right to request a special meeting of the College if the regular semester meeting is more than a month away (see Article V. B.).
- E. An electronic ballot, with the text of the amendment included, shall be activated no later than seven calendar days after the amendment has been discussed in a College meeting.
- 1. The electronic ballot shall remain live for seven calendar days.
  - 2. Ratification requires three-fifths majority of those voting thereon.
  - 3. Voting membership for amending the Bylaws shall include faculty as defined in Article III.B., plus department chairs/school directors and decanal staff with full-time faculty status within the College.
    - a. The college tellers shall be responsible for counting and verifying the ballot. They shall report the results to the Dean who shall be responsible for circulating a detailed summary to the college.
    - b. The proposed amendment shall become an active part of the Bylaws on the first day of classes of the next semester, unless the proposal includes a provision and rationale for immediate implementation.
  - 4. A paper ballot may be used instead of an electronic ballot if both the decanal staff and the Executive Committee of BCC agree that special circumstances warrant such action.

**ARTICLE XIII**  
**Parliamentary Authority**

The current edition of Robert's Rules of Order shall be the parliamentary authority for deliberations of the College, of Buchtel College Council, and of all committees of either, except as these Bylaws determine otherwise.

**ARTICLE XIV**  
**Conflict with University or other Regulations and Laws**

Where these Bylaws or other acts of the College, Buchtel College Council, or committees of either, conflict with the regulations of The University of Akron as published in Ohio Administrative Code 3359 or the Collective Bargaining Agreement, that portion of the Bylaws or other acts shall be void and of no effect, provided that all other portions of these Bylaws or other acts shall remain in full effect. Where a conflict is discovered, the Dean shall appoint an ad hoc committee to resolve the conflict; if the recommendations of this committee should result in an amendment to these Bylaws, the amendment procedure in Article XII shall be followed.

## **Appendix A: Elections**

Please note this appendix to the BCAS bylaws restates and reorganizes content from the bylaws. If a conflict is found between the bylaws and this appendix, the bylaws prevail.

### **Election Timeline & Process**

October, Fall

Our bylaws require that BCC, on or before October 1, appoint a sufficient number of faculty to ensure that there is a full-time teaching faculty serving from each division as Election Tellers.

Week 5, Spring

By Friday of week five in the spring semester, the Dean's Office with the assistance of the Tellers will share via email with all faculty in the college an updated list of current faculty by rank and position and a list of positions to-be-filled and an updated description of who is eligible to fill each in the upcoming college elections (Article VIII.B.1).

This week-five communication is the call for unit-level nominations for eligible candidates to fill the identified vacant positions (Article VIII.B.4).

At the same time, the Dean's Office with the assistance of the Tellers, will send to each individual faculty member a call for individual nominations to fill Faculty Senate vacancies (Article VIII.C).

Week 7, Spring

Units will submit their unit nominations, through their BCC representative, to the Tellers by 5pm on Friday of week seven in the spring term (Article VIII.B.4).

Individuals will submit their individual nominations for vacant Faculty Senate seats to the Tellers by 5pm on Friday of week seven in the spring term (Article VIII.C).

Week 8, Spring

Tellers will use this nomination information to produce the ballot by the end of week eight (Article VIII.B.4.b).

Week 9, Spring

The Dean's Office will send out the ballot and allow one week for voting (Article VIII.B.5).

Week 12

Results of Faculty Senate elections must be reported to the Faculty Senate Office by Friday of week 12 in the spring semester, per Faculty Senate Bylaws 3359-10-02 H(6)(a)(i).

### **Determining Composition of Appointed Positions in Bylaws**

*Election Tellers:* Our bylaws require that BCC, on or before October 1, appoint a sufficient number of faculty to ensure that there is a full-time teaching faculty from each division serving as Election Tellers, (Article VIII.B.2). Five-year terms. Replace one each year as needed when terms expire.

*Student Disciplinary Hearing Board Representative:* Dean nominates at least one interested faculty member for a two-year, renewable term (Article VIII.A.2).

### **Determining Election Eligibility and Candidates for the Ballot**

*BCC:* The members of Buchtel College Council shall consist of one faculty representative from each department/school (Article VI.A).

*Bylaws Review Committee:* Each department/school within each division will elect one candidate from that unit for divisional elections to select one person per division (Article VII.A).

*Faculty Rights and Responsibilities Committee:* This is a Faculty Senate committee where only tenured faculty are eligible to serve, but all full time faculty in the unit can vote to select their unit candidate to serve as this college representative. (Article VIII.A.2).

*University Appeals Committee:* This is a committee the CBA defines as constituted by “one [elected] member from tenured professors or distinguished professors” (Article VIII.A.2).

*University Distinguished Professor Recommendation Committee:* This is a committee where only tenured professors or distinguished professors are eligible to serve (Article VIII.A.2).

*College RTP (Associate/Tenure) Review Committee:* Only tenured faculty in the college are eligible to serve (Article VIII.A.3). Our bylaws specify that the Tellers are to choose four candidates per division randomly from among those who are eligible and these appear on the election ballot (See Article IX and IX.A1 and A2, in particular, for more detail).

*College RTP (Professor) Review Committee:* Only tenured professors in the college are eligible to serve (Article VIII.A.3). Our bylaws specify that the Tellers are to choose four candidates per division randomly from among those who are eligible and these appear on the election ballot (See Article IX and IX.A1 and A2, in particular, for more detail).

*College Distinguished Professor Committee:* Only tenured professors in the college are eligible to serve (Article VIII.A.3). Our bylaws specify that the Tellers are to choose four candidates per division randomly from among those who are eligible and these appear on the election ballot (See Article IX and IX.A1 and A2, in particular, for more detail).

*Faculty Senate:* Our bylaws specify that any person eligible to vote for Faculty Senate (all TT and NTT) can nominate persons for vacancies and the Tellers will determine the two persons receiving the highest number of nominations for each vacant position and these names will go on the ballot.

### **Appendix B: Illustrative Call for Nominations**

Please note this appendix to the BCAS bylaws restates and reorganizes content from the bylaws. If a conflict is found between the bylaws and this appendix, the bylaws prevail.

### **CALL FOR UNIT LEVEL NOMINATIONS: Units Submit to Tellers via BCC Rep**

This email from our College Tellers is a call for unit-level nominations to the following vacant positions. Each unit is invited, but not required, to submit nominations through their BCC

representative to the Tellers **by Friday of week seven at 5pm**. All bargaining unit faculty in each unit can vote to select their unit nominee to serve as these college committees.

*Bylaws Review Committee:* Each department/school within each division will elect one candidate from that unit for divisional elections to select one person per division (Article VII.A). Each member serves a two-year term.

*Spring 2022 vacancy: xxx Division. Please nominate one eligible person from your unit if you wish to submit a nomination. Each unit-nominate candidate will appear on the ballot as a candidate in the appropriate division.*

*Faculty Rights and Responsibilities Committee:* This is a Faculty Senate committee where only tenured faculty are eligible to serve (Article VIII.A.2). Three-year term.

*Spring 2022 vacancy: Please nominate one eligible person from your unit if you wish to submit a nomination. Each unit-nominate tenured faculty member will appear on the ballot as a candidate for this vacant position.*

*University Appeals Committee:* This is a committee the CBA defines as constituted by “one [elected] member from tenured professors or distinguished professors” (Article VIII.A.2). One year term. Cannot serve consecutive terms.

*Spring 2022 vacancy: Please nominate one eligible person from your unit if you wish to submit a nomination. Each unit-nominate tenured professor or distinguished professor will appear on the ballot as a candidate for this vacant position.*

*University Distinguished Professor Recommendation Committee:* This is a committee where only tenured professors or distinguished professors are eligible to serve (Article VIII.A.2). Two-year term.

*Spring 2022 vacancy: Please nominate one eligible person from your unit if you wish to submit a nomination. Each unit-nominate tenured professor or distinguished professor will appear on the ballot as a candidate for this vacant position.*

### **CALL FOR INDIVIDUAL NOMINATIONS: Individuals Submit to Tellers Directly**

*Faculty Senate:* Our bylaws specify that any person eligible to vote for Faculty Senate (all TT and NTT) can nominate persons for vacancies and the Tellers will determine the two persons receiving the highest number of nominations for each vacant position and these names will go on the ballot.

*Spring 2022 vacancy: xxx Division. Please nominate one eligible person from your unit if you wish to submit a nomination. Tellers will identify the top two eligible persons with the highest number of nominations for each vacant position to construct the ballot.*