Article I. Membership in the Assembly

The voting membership of the Assembly shall consist of the tenured and tenure-track faculty of the College of Liberal Arts and Sciences with the rank of Assistant Professor and above who are either tenured or on tenure-track appointments, without regard to percentage of time; the rank of Assistant Specialist, Assistant Scientist, and Clinical Assistant Professor and above, without regard to percentage of time; lecturer or teacher-instructor, with 100 percent appointments of more than one year; Assistant Professor and above with a term appointments of more than one year; emeritus faculty, living in Lawrence and surrounding area, who declare themselves voting members each year; elected unclassified graduate student employees; other elected graduate students; elected undergraduate students; and members of the standing committees of the Assembly.

Eligible student members can vote on all issues except faculty elections to standing committees.

Emeritus faculty must submit a letter advising this Office of their desire to be a voting member each year.

Visiting and Affiliated Faculty (courtesy adjunct faculty appointments) courtesy professors cannot vote, the rank of Assistant Specialist, Assistant Scientist, and Clinical Assistant Professor and above, without regard to percentage of time.

Commented [MU1]: It seems already address this in the third line of this sentence? (highlighted)
Commented [LCW2]: What about those in a terminal year?
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Commented [LCW3]: How does this differ from Asst professor above. I think this position now longer exist
Commented [LCW4]: Im having some trouble following this. Recommendation: a separate election is not required to determine student membership; instead, membership is composed of CLAS students elected to other bodies (student senate members, presidents of any recognized GTA/GRA/GA organizations (who must also be CLAS students; otherwise a CLAS student designee), GSO presidents, and elected student members of CAC, CGS, and CUSA). Article VIII has more detail on student elections.
Alternatively, why not open it up to all students.
Our student membership seems to be a chronic problem so whatever we do hopefully can address that issue.
Commented [LCW5]: Does cac wish to consider representation for selected unclassified professional staff as part of the voting membership?
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Commented [MU6]: It’s difficult for me to edit this or make suggestions because I don’t know all the different kinds of professorships, lecturers, staff, etc. Perhaps we can get an overview of all the current existing kinds of faculty/staff/student groups, and what they are called now, and which ones no longer exist???
Article II. College Academic Council

A. The College Academic Council (CAC) will act in the name of College Assembly. It will meet at least four times a semester, normally in September, October, November, December, February, March, April, and May and more frequently as the business of the College justifies.

B. Membership of the CAC will be as follows:

Two faculty members from each division of the College (Humanities, Natural Sciences, and Social Sciences) and two faculty members from the School of the Arts—elected by the faculty in the regular elections in the spring semester to standing committees via an electronic mail ballot. These elected faculty may not be Chairs or Directors or from the same department or program. Faculty members with joint appointments or primary appointments in programs or centers may be nominated for election in one of the three electoral divisions of the College (Humanities, Natural Sciences or Social & Behavioral Sciences) that is representative of their self-designated, primary fields of study.

Four Department Chairs or Program Directors, one from each division and one from the School of the Arts, chosen by the Chairs and Directors in the previous spring semester during a regularly scheduled meeting. Chairs and directors of departments, programs, or centers whose contact dean is the Associate Dean for International Studies may be nominated for election in one of the three electoral divisions of the College (Humanities, Natural Sciences or Social & Behavioral Sciences) that is representative of their self-designated, primary fields of study.

Two students, one undergraduate, one graduate, chosen by the student members of the College Assembly via an electronic mail ballot or during a fall semester meeting of the student members of the Assembly.

In the event of a tie vote for one of the elected positions, the Dean in consultation with his or her associate deans will break the tie.

Elected CAC faculty and person/directors who resign, members will serve three-year terms, and they are eligible to be elected for subsequent term(s) provided there is a one-year absence from the CAC between terms. Student members will serve one-year terms, and may serve up to three terms. Any faculty member who resigns will be replaced by the faculty member at the top of the alternate list or by special appointment by the Dean. Chairpersons who resign will have replacements chosen to fill out their terms by the Chairpersons and Directors of the appropriate division or School at the next Chairpersons’ and Directors’ divisional meeting. Any student member who resigns will be replaced by the student member at the top of the alternate list or by special appointment by the Dean.

Faculty members of the Assembly in phased retirement who will be unable to serve for the entirety of a three-year term are ineligible for election to the CAC.

Members of the CAC who do not attend two consecutive meetings may be declared no longer members of the Council by decision of the Council. The Dean will direct that they be replaced...
according to the procedures above.

The Dean of the College will serve as the non-voting Chair of the CAC. The Dean may designate a member of the Assembly to serve in his or her place.

One of the College staff will be designated by the Dean to serve as the Secretary of the CAC. He or she will serve as the elections officer for the CAC and will be responsible for notifying members of the College Assembly of elections, taking nominations, tabulating all votes, and informing the selected representatives and the College Assembly of their CAC representatives at the conclusion of the elections process.

C. Activities of the College Academic Council

1. Curriculum. The CAC will consider all curricular and degree changes proposed by the Committee on Undergraduate Studies and Advising (CUSA) and the Committee on Graduate Studies (CGS). CAC’s approval is necessary for such changes to be official unless the CAC refers the issue to the College Assembly or an electronic mail ballot. Actions by the CAC will be announced to the College Assembly members electronically and/or via Web posting within 72 hours after a decision by the CAC.

2. Consultation on the Budget. At least once each semester, the Dean of the College will review the state of the College budget with the CAC. The CAC may also request information about the budget from the Dean.

3. Petitions to the CAC. The CAC may consider petitions from Departments, Programs, and individual and groups of College staff, students, and faculty members for the CAC to discuss issues with the Dean of the College.

4. Request for Reconsideration by College Assembly. College Assembly members have ten business days after an action by the CAC to request reconsideration by means of a petition letter signed by ten members of the Assembly. Reconsideration may take one of the following forms:

   a. Request that the CAC reconsider its action at its next meeting.

   b. Request that the action be voted upon in an electronic mail ballot of College Assembly members.

   c. Request that a meeting of College Assembly be called to consider the issue.

5. Requests for Information by the CAC. The CAC has the right to request that Chairs and Directors or other representatives of departments and programs attend its meetings to discuss issues with the CAC.

6. CAC and College Assembly. The CAC may request that the College Assembly meet to discuss an issue or that an electronic mail ballot of College Assembly consider an issue. Notice
via electronic mail of at least ten business days must be given before the College Assembly will meet or before the electronic mail ballot is distributed.

7. Meetings of CAC. Meetings of the CAC will be open to all members of the College Assembly. Any member of the Assembly may request to address the CAC. The Dean, or the designated Chair, may limit the time allowed to speak if necessary to conduct orderly business. The latest revised edition of *Roberts Rules of Order* shall constitute the rules of order of the CAC meetings.

8. Agenda. The Agenda of the CAC will be posted on the College Web site and/or sent via electronic mail to all members of the College Assembly at least five business days prior to the CAC meeting date.

9. Minutes. Minutes of the CAC will be posted on the College Web site and/or sent via electronic mail to the College Assembly members within 72 hours after the CAC meets.

10. Six elected members of the CAC, plus the Dean or his or her designate as Chair, need to be present to constitute the quorum required to conduct official business on behalf of the College Assembly members.

Commented [LCW11]: It is reported that during that past five AYs, CAC has operated without a quorum three times. Should consideration be given to changing the requirement from six elected members to five?

Commented [SRC12R11]: Simoes – I would favor the change in requirement from 6 to 5 members.