



Faculty Bylaws

ARTICLE 1. NAME

- 1.1. The name of this organization is the Stetson University College of Law Faculty.

ARTICLE 2. PURPOSE AND FUNCTION

- 2.1. The purpose of the College of Law Faculty is to maintain high standards of teaching, scholarship and service consistent with the University Charter.
- 2.2. The College of Law Faculty shall function as:
 - 2.2.1. The primary means for regular and open communication among faculty and between faculty and administration, regarding overall policies of the College and University.
 - 2.2.2. The body responsible, under the direction of the College of Law Dean, for the instructional programs of the College. The faculty may promulgate academic policies by majority vote of those participating in a properly constituted faculty meeting.
 - 2.2.3. An organization to which the Dean shall make reports on the state of the College and through which the faculty may formulate opinions and make recommendations about overall policies. Subject to the powers vested in the Dean, the President, the Board of Overseers and Board of Trustees, it shall make decisions concerning academic matters of the College.

ARTICLE 3. MEMBERSHIP

- 3.1. The College of Law Faculty shall be composed of the Dean of the College of Law, the librarians and all members of the instructional staff.
 - 3.1.1. All tenured and tenure-track College of Law faculty and the Director of the Law Library, shall be voting members of the faculty.
 - 3.1.2. All other members of the instructional staff, including visiting professors and scholars, Librarians, distinguished professorial lecturers, distinguished international fellows, practitioners and judges in residence, and adjunct professors at the College of Law, shall be nonvoting members of the faculty. All Department Heads of the College of Law are welcome to attend faculty meetings as nonvoting participants. The Dean, with the concurrence of the faculty, may allow individual College of Law students and employees to attend faculty meetings as nonvoting participants. Nonvoting members of the faculty and nonvoting



participants may participate in faculty deliberations, but may not vote or make or second motions.

ARTICLE 4. OFFICERS

- 4.1. The officers of the College of Law Faculty shall be a chair, a secretary, and a parliamentarian. The Dean of the College of Law shall serve as the chair of the College of Law Faculty. A parliamentarian shall be appointed by the chair and a secretary shall be elected by the faculty at the beginning of each fall semester to serve a one-year term. A decision of the chair on a point of parliamentary procedure may be overridden by a majority of voting members present.

ARTICLE 5. COMMITTEES

- 5.1 Members of the College of Law Faculty may carry out their responsibilities by serving on faculty committees established by the Dean. All faculty members are expected to serve on committees, and should communicate their preferences to the Dean as part of the annual reporting process in May. The Dean determines committee membership but should consider individual faculty preferences. Normally, committee appointments are made for the entire academic year and are announced no later than September 1 of the academic year.
- 5.2 Except for the Promotions, Tenure, and Sabbaticals Committee, the Appointments Committee, and certain positions on the Dean's Advisory Committee, the Dean shall appoint faculty committee members and chairs from among the voting and nonvoting members of the faculty. The Dean may also appoint College of Law students, employees, and others to faculty committee membership, other than to membership on the Promotions, Tenure, and Sabbaticals Committee, the Appointments Committee, and the Dean's Advisory Committee. A majority of the members of each faculty committee, including the chair, shall be voting faculty members.
- 5.2.1 Normally, appointment to committee membership and to the chair position will be for the entire academic year. No person other than an ex officio committee member may serve as a member of the same committee, other than the Appointments Committee, the Promotions, Tenure, and Sabbaticals Committee, or the Dean's Advisory Committee, for more than five consecutive years. No person may serve as chair of the same committee for more than three consecutive years.
- 5.2.2 All tenured faculty members and all faculty members whose recommendation for tenure has been forwarded to the University President by the Dean shall be members of the Promotions, Tenure, and Sabbatical Committee and shall be eligible to vote on all matters coming before the Committee. The Committee will elect its chair for the following year each Spring semester; the chair's term



will commence at the start of the Summer session. The chair may serve two consecutive terms.

- 5.2.3 The Appointments Committee consists of all tenured and tenure-track members of the faculty and the Director of the Law library. All members of the Committee shall be eligible to vote on all matters coming before the Committee. The Committee will elect its chair for the following year each Spring semester; the chair's term will commence at the start of the Summer Session. The chair may serve two consecutive terms. The chair of the Appointments Committee, in consultation with the Dean, will select the members of the Appointments Screening Committee.
- 5.2.4 The following standing committees are hereby established, with members to be appointed by the Dean pursuant to Bylaw 5.2.
- (a) The Academic Review Committee receives, reviews and decides grade appeals from students and grade change requests from professors.
 - (b) The Academic Standards Committee receives, reviews, and decides petitions for readmission by degree-seeking students. The committee also reviews the policies of the College of Law regarding academic standards, recommends changes in those policies to the faculty, and advises the Dean and Associate Dean for Academic Affairs regarding the Administration of the educational program of the College of Law for degree-seeking students.
 - (c) The Admissions and Entering Awards Committee makes decisions regarding the admission of degree-seeking students, makes recommendations to the Dean regarding scholarship awards for admitted students, reviews the admission policies of the College of Law, and recommends changes in those policies to the faculty.
 - (d) The Curriculum Committee reviews the educational program of the College of Law for degree-seeking students, affects changes in the elective curriculum; monitors and makes decisions regarding elective skills programs, including clinics and internships; and recommends changes in the required curriculum to the faculty. The committee also advises the Dean and the Associate Dean for Academic Affairs regarding the administration of the educational program. This Committee should consist of five members of the full-time faculty; at least two members should be professors who regularly teach skills courses.



- (e) The Dean's Advisory Committee advises the Dean regarding annual and long-range budgets for the College of Law, benefits issues, facilities and technology issues, and other issues on which the Dean seeks advice. The members of the Dean's Advisory Committee will be the chairs of the following committees: Academic Review Committee, Academic Standards Committee, Appointments Committee, Admissions Committee, Curriculum Committee, Diversity & Inclusion Committee and Promotions, Tenure, and Sabbaticals Committee. In addition, at least one additional member will be elected by the voting members of the faculty. This elected member may be any member of the full-time faculty, regardless of status.
- (f) The Diversity & Inclusion Committee coordinates campus community efforts to foster and inform an environment that values and advances inclusiveness and respect for the entire range of human differences, that includes, but is not limited to: race, ethnicity, culture, gender, gender identity, gender expression, sexual orientation, age, socio-economic status, veteran's status, physical ability or attributes, religious or ethical values systems, national origin and political beliefs.

The faculty may establish other committees, with members to be appointed by the Dean pursuant to Bylaw 5.2 and may constitute other committees and assign them duties as it sees fit.

- 5.3 At the end of the academic year, each committee chair must prepare a written report for submission to the Dean. The report should list all committee meetings and should summarize all decisions, recommendations, actions made or taken by the committee. Committee chairs should arrange for minutes of each meeting to be prepared and distributed to committee members, and should attach copies of those minutes to the annual report to the Dean.

ARTICLE 6. MEETINGS

- 6.1. The faculty normally shall meet at least once each month during the fall and spring semesters, at times set by the Dean. A meeting may be postponed if there is no business to come before the faculty. Upon receipt of the written request of one-third of the voting members of the faculty, the Dean must convene a faculty meeting within ten calendar days. Faculty meetings should not be convened at a time when a voting member of the faculty has a regularly scheduled class.
- 6.2. The Dean or his/her designee will preside at all meetings of the College of Law Faculty. The Dean or the faculty may designate certain meetings or portions of meetings as executive sessions, which only voting members of the faculty may attend.



- 6.3. Except in an emergency, written notice of the time and place of any faculty meeting shall be given at least seven calendar days before the meeting. The Dean and the faculty shall confer during the first meeting of the fall semester and agree upon a schedule of faculty meetings for the academic year.
- 6.4. A quorum shall consist of a majority of the voting members on the faculty. For any given meeting, the number of voting members of the faculty shall equal the number of tenured and tenure-track faculty with regular teaching or administrative assignments at the College of Law during the current semester (or for a meeting during the summer, the number of tenured and tenure-track faculty with regular assignments at the College of Law during the previous spring semester), plus all other tenured and tenure-track faculty.
- 6.5. Any voting member of the faculty may place an item on the agenda of a faculty meeting by presenting the item in writing to the faculty secretary (or to a staff member designated by the Dean to receive agenda items) at least two days before the meeting. The agenda shall be distributed to the faculty, nonvoting participants, and department heads at least one day before the meeting. Additional items may be added to the agenda only with the concurrence of two-thirds of the voting members of the faculty present and voting.
- 6.6. Proxy voting shall not be allowed at faculty meetings. In order to vote, a faculty member must be physically present. Unless otherwise specified in these bylaws, voting shall be by voice or by a show of hands. However, if any voting member of the faculty requests a secret written vote on any matter, voting shall be by that method.
- 6.7. The faculty secretary shall prepare minutes of each meeting, which shall be distributed to all voting members of the faculty, nonvoting participants, and department heads with the agenda for the next faculty meeting. Minutes of executive sessions shall record only the action taken. The faculty secretary also shall prepare minutes of each meeting of the faculty Appointments Committee. The Promotion and Tenure Committee shall elect a committee secretary at the first committee meeting of the academic year, who shall prepare minutes of each committee meeting.
- 6.8. Unless inconsistent with these bylaws or other faculty action regarding rules of procedure, Sturgis Standard Code of Parliamentary Procedure shall control procedure at faculty meetings.

ARTICLE 7. REPEAL, ALTERATION, OR AMENDMENT

- 7.1. These bylaws, or any part thereof, may be repealed, altered, or amended, and new bylaws adopted at any regular or special meeting of the College of Law Faculty by a two-thirds vote of all members present, provided notice of said meeting and a copy of the proposed change shall be distributed through campus mail to each member of the College of Law Faculty by the secretary, not fewer than seven days prior to such regular or special meeting. Such changes shall be forwarded to the President by the Dean, and



shall become effective upon approval by the President, the Board of Overseers and the Board of Trustees.

ARTICLE 8. EFFECTIVE DATE

- 8.1. These bylaws shall become effective upon adoption by a majority of the tenured and tenure-track faculty of the College of Law and approval by the President, the Board of Overseers and the Board of Trustees.
- 8.2. The two-thirds voting requirement to repeal, alter, or amend these by-laws, included in 7.1, shall become effective on May 31, 1999. Prior to that date, such action shall require adoption by a majority of the voting members of the faculty present at a meeting of the College of Law Faculty.

Adopted by the faculty November 18, 1998; Section 5.2.3 amended April 5, 2000; Section 3.1.1.; amended February 7, 2001; Article 5 Committees amended February 25, 2005; Section 5.2.4 amended December 15, 2006, and approved February 23, 2007. Sections 3.1.1, 5.2.2, 5.2.3., and 6.4, amended May 18, 2008, and approved on May 25, 2008; Sections 3.12 and 6.4 amended May 11, 2012, and approved on January 23, 2016; Sections 3.12, 5.25, 6.5 and 6.7 amended October 23, 2015, and December 17, 2015 and approved on January 23, 2016. Sections 3.1.1, 5.2.2, 5.2.3, and 6.4 amended February 6, 2018; and section 5.2.3 amended March 6, 2018 and approved on May 4, 2018.