

BYLAWS OF THE DeLand FACULTY

Stetson University
Revised 2/19/2021

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ARTICLE 1. NAME

1.1. The name of this organization shall be the DeLand Faculty of Stetson University

ARTICLE 2. DEFINITIONS AND MEMBERSHIP

2.1. *DeLand Faculty Member* means a person whose most current letter of appointment from Stetson University's President or Provost confers the title "faculty" with appointments to the School of Business Administration, the School of Music, the College of Arts & Sciences, or the DeLand Campus Library.

2.2. *Voting Faculty Member* means a full-time DeLand Faculty Member who

- 2.2.1. holds the rank of lecturer, instructor, assistant professor, associate professor, or professor (except those whose title is *visiting*,
- 2.2.2. is a full-time librarian,
- 2.2.3. is an academic dean, or an administrative officer who holds a faculty appointment,
- 2.2.4. holds a senior professor appointment, or
- 2.2.5. is the Faculty Senate non-tenure-track representative, or the Faculty Senate senior professor/retired faculty representative.

2.3. The University values the contributions that all faculty members are able to make to governance and encourages all faculty members to participate in meetings and discussions regardless of their eligibility to vote.

ARTICLE 3. PURPOSE AND FUNCTION

3.1. The purpose of the DeLand Faculty shall be to provide an excellent education by maintaining high standards of teaching and scholarship. To achieve this end, each faculty member is expected a) to uphold the highest academic and professional standards in teaching and in his/her relationships with students and colleagues; b) to engage in scholarly and/or creative activity; c) to participate in planning, policy-making, and decision-making with regard to academic matters, including service on University, College/School/Library, and departmental committees, task forces, or councils, and to promote the social and cultural life of the University.

3.2. Subject to the powers vested in the President and the Board of Trustees, the DeLand Faculty shall act both as a body and through the various committees, task forces and/or councils.

3.2.1. The University Faculty has primary responsibility for proposing and approving curriculum, academic requirements, and academic policies at the University, School/College, and Department/Program levels. This role is defined in the University Council on Curriculum and Academic Policy (UCCAP) document. The Provost will withhold final approval only in exceptional circumstances, and for reasons communicated to the DeLand Faculty.

3.2.1.1. The DeLand Faculty has the right to vote on any and all changes to University General Education requirements, and University requirements for earned degrees. UCCAP or the Faculty Senate may request that the Provost schedule a meeting for the discussion and vote, and the meeting will be held no later than the end of the next regular (fall or spring) semester.

3.2.1.2. School and College faculties establish and must approve changes to the curricula of their respective School or College and degree requirements for their respective School or College prior to consideration at the University level.

3.2.1.3. Departmental/Program faculties recommend to their respective School/College faculty changes to the curricula and degree requirements of their respective departments or programs.

3.2.1.4. The DeLand Faculty votes to approve changes to the University Council on Curriculum and Academic Policy (UCCAP) document that the Faculty Senate determines to be substantive.

3.2.1.5. The DeLand Faculty votes to approve changes to the policies for opening and closing academic programs document that the Faculty Senate determines to be substantive.

3.2.2. The DeLand Faculty votes to approve any changes to the University admissions standards document that the Faculty Senate determines to be substantive.

3.2.3. The Faculty votes to approve changes to Tenure and Promotion Policies, Faculty Grievance Policies, and Faculty Termination Policies.

3.2.4. The DeLand Faculty receives regular reports on the state of the University from the President and other members of the administration and makes recommendations to the administration concerning University issues.

3.2.4. Meetings of the DeLand Faculty shall serve as means for regular and open communication among faculty in the constituent Schools/Colleges/Library and between faculty and administration.

3.3. School and College faculties approve candidates for earned degrees from their respective School or College.

ARTICLE 4. MEETINGS OF THE DELAND FACULTY

4.1. The DeLand Faculty shall meet on a regular basis, but not less than twice a year.

4.2. Normally, the Provost (or his/her designee) will preside at all meetings of the DeLand Faculty. However, the Chair of the Faculty Senate may also preside under the circumstances presented in Article 4.5.

4.3. Regular meeting dates and times for faculty meetings shall be established by the Provost in consultation with the Senate Executive Committee and shall be published at the beginning of each academic year.

4.4. The agenda for faculty meetings shall be set by the Provost in consultation with the Senate Executive Committee and published to the University Community seven days in advance of the meeting.

4.4.1. The Faculty by petition of 20 faculty members or the Faculty Senate by resolution may have items placed on the agenda of the next regular faculty meeting for full discussion and, when appropriate, for vote.

4.4.2. Action may be taken only on items on the agenda.

4.5. Special meetings of the DeLand Faculty.

4.5.1. Special meetings of the DeLand Faculty may be called by the President or Provost after consulting with the Chair of the Faculty Senate.

4.5.2. Special meetings of the DeLand Faculty may be called by the Chair of the Faculty Senate as described by the Senate Bylaws. The Senate Bylaws include a provision for members of the Faculty to petition for a special meeting.

4.5.3. The Officer calling the meeting, the President or Provost or the Chair of the Faculty Senate, will publish written notice of the meeting and an agenda at least seven days in advance of the meeting date.

4.6. A quorum shall consist of 60 *Voting Faculty Members*.

4.7. Voting shall be limited to the members present. No proxy votes shall be allowed.

4.8. Parliamentary Procedure. *Robert's Rules of Order*, latest edition, shall govern all meetings except when in conflict with these Bylaws.

4.9. The Office of Academic Affairs shall appoint a person to take minutes at DeLand Faculty meetings and distribute these minutes to the faculty within two weeks of the meeting.

ARTICLE 5. ORGANIZATIONS OF THE DELAND FACULTY

5.1. The DeLand Faculty shall organize a Faculty Senate the following purposes:

- to represent and advocate on behalf of the faculty in matters of university-wide interest, including (among others) academic standards, admissions and graduation requirements, faculty standards and welfare, and professional ethics
- to oversee the faculty committee structure of the University, including the creation and dissolution of faculty-only committees.

5.1.1. For these purposes, the Senate shall organize committees of the Faculty Senate as described in its Bylaws.

5.1.2. The DeLand Faculty vote to approve changes to Faculty Senate Bylaws.

ARTICLE 6. UNIVERSITY FACULTY COMMITTEES

6.1. The President of the University or Provost may create new University committees, councils, or task forces and may

change the description of or eliminate existing committees, councils, or task forces. Changes to or elimination of those committees or councils listed in the Faculty Senate Bylaws would require a vote by the Faculty Senate and DeLand Faculty as is required for any changes to the Bylaws of that organization.

6.1.1. The Faculty Senate may vote to recommend to the President of the University that new University committees, councils, or task forces be created; or that changes be made to existing committees, councils, or task forces; or that existing committees, councils, or task forces be eliminated.

6.2. Descriptions of all University committees, councils, or task forces that include faculty representation shall be published in the *University Organization, Policies and Procedures Manual*. The Office of Academic Affairs shall publish committee, task force, and council memberships at the beginning of each academic year.

6.3. University Faculty committee, task force, and council members are appointed by the Provost in consultation with the Executive Committee of the Faculty Senate and the Deans. The Senate Executive Committee shall nominate faculty members from the DeLand campuses to serve on committees, task forces, and councils. The Dean of the College of Law shall nominate faculty members from the College of Law: If the Provost or President does not accept a nomination, he/she shall again consult with the Senate Executive Committee and the Deans before making the appointment.

6.4. Each University committee, task force, and council shall make an annual, written report at the end of each academic year. Each University committee, task force, and council shall give a copy of its annual report to the appropriate University administrator, and the Provost. The Office of Academic Affairs shall make these reports available to all faculty. Annual reports made available to the faculty shall include a summary of the issues, tasks, and/or topics considered by the committee/task force/council; a list of actions taken; and a list of recommendations for next year's committee/task force/council to consider.

6.5. Tenure, Grievance, and Academic Freedom Committee: This committee (1) hears appeals involving denial of tenure and/or promotion of a faculty member and (2) conducts formal hearings of appeals resulting from faculty grievances that have been handled by the Stetson University Faculty and Staff Grievance Procedures (Section 4.3 of the University Policies and Procedures).

6.5.1. This committee shall be composed of seven tenured faculty members from the DeLand campus, including one representative each from the School of Music, School of Business Administration, and the Library Faculty, two representatives from the College of Arts and Sciences, and two representatives from the university-at-large. The committee shall elect one of their members to serve as chair by secret ballot. This chair shall serve a one-year term and may be re-elected.

6.5.2. The members of the Tenure, Grievance, and Academic Freedom Committee shall be elected by the Faculty Senate using the process specified in the Faculty Senate Bylaws.

6.5.3. Each elected representative shall serve a three-year term beginning on September 1 of the following academic year. No faculty member shall serve more than two consecutive terms on this committee. The Senate shall take steps to insure continuity within the Tenure, Grievance, and Academic Freedom Committee by staggering the terms of those who are elected.

6.5.4. The membership of the Tenure, Grievance, and Academic Freedom Committee considering a case shall remain the same until the case is resolved, even though the elected term of a member or members may expire.

6.5.5. A faculty member may not serve simultaneously on the University Grievance Council and the Tenure, Grievance, and Academic Freedom Committee.

6.5.6. New members of the University Grievance Council and the Tenure, Grievance, and Academic Freedom Committee will receive education on topics including, but not limited to, sexual harassment and discrimination.

ARTICLE 7. AMENDMENT OF BYLAWS

7.1. These Bylaws, or any part thereof, may be amended or rescinded and new bylaws adopted at a meeting of the DeLand Faculty by a two-thirds vote of *Voting Faculty Members* present at the meeting, provided notice of said meeting and a copy of the proposed change shall be distributed to each member of the Faculty not fewer than seven days prior to the meeting.

7.2. Such changes become effective upon approval by the President and the Board of Trustees.

Revisions:

Revised 4/29/11

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