

RULES OF THE FACULTY SENATE OF THE COLLEGE OF ARTS AND SCIENCES

Article I. Preamble

The Faculty Senate of the College of Arts and Sciences (hereafter ASC Faculty Senate) is charged with formulating policy of the faculty of the College of Arts and Sciences in matters of common interest, as permitted by Faculty Rules 3335-5-26, 3335-5-27, and 3335-5-28. In addition, the Senate provides a forum for the discussion of other matters of common interest to the Faculty of the College of Arts and Sciences.

Article II. Delegation of Faculty Authority

Section 1. The faculty of the College of Arts and Sciences delegates to the ASC Faculty Senate the authority to recommend the awarding of bachelor's degrees, upon prior recommendation of the Executive Dean of the College of Arts and Sciences (hereafter Executive Dean) or his or her designee, the Associate Executive Dean for Curriculum and Instruction of the College of Arts and Sciences (hereafter Associate Executive Dean).

Section 2. Pursuant to Faculty Rule 3335-3-30.1, the faculty of the College of Arts and Sciences delegates to the ASC Faculty Senate in cooperation with the Associate Executive Dean the authority to formulate policies with respect to the following:

- a. General education requirements in Arts and Sciences for all undergraduate students and joint responsibility for planning the general education requirements for colleges outside the College of Arts and Sciences on a cooperative basis.
- b. Curricula and requirements for baccalaureate programs and the development of new programs.
- c. The Honors program for the College of Arts and Sciences.
- d. The Scholars programs in the College of Arts and Sciences.
- e. Counseling and record services and attendant procedures.
- f. Coordination of student intercollegiate transfers involving the College of Arts and Sciences.

Section 3. The Associate Executive Dean is charged with implementing these policies.

Section 4. An action of the ASC Faculty Senate may be appealed to a meeting of the faculty of the College of Arts and Sciences by written request of 15% of the membership of the regular faculty to the Executive Dean of the College of Arts and Sciences. Within thirty days of the receipt of such a request, the Executive Dean of the College of Arts and Sciences shall call a meeting of the faculty of the College of Arts and Sciences. The Senate action in question may be reversed by a majority vote at the meeting, or, if a quorum is not present, by a two-thirds vote of representatives participating in a mail or electronic ballot.

Article III. Membership

Section 1. Each Tenure Initiating Unit in the College of Arts and Sciences shall elect one voting representative and one alternate to the ASC Faculty Senate from among its regular faculty. Each of the four regional campuses of The Ohio State University shall elect one Arts and Sciences faculty member to serve as a voting representative and one Arts and Sciences Faculty member to serve as an alternate to the ASC Faculty Senate. Election of new senators shall take place in the spring for the following academic year. The Tenure Initiating Units will conduct elections for their departmental representatives and alternates and then forward the election results to the college office.

Section 2. The representatives elected to the ASC Faculty Senate shall serve a four-year term and shall, for one year immediately thereafter, be ineligible for Senate membership. Service as an alternate does not affect eligibility. Approximately one-fourth of the units from each of the three divisions of the College of Arts and Sciences will elect members each year. Terms begin with the first meeting of Autumn Semester.

Section 3. Four students shall be voting members of the ASC Faculty Senate. Selection of student members shall be made by the Steering Committee and shall include one representative from each of the three divisions of the College of Arts and Sciences and one student engaged in an interdisciplinary program. At least one of the student representatives shall be a current member of the Arts and Sciences Student Council. The term of membership is one year with reappointment possible.

Section 4. When a Representative is unable to attend an ASC Faculty Senate meeting, the alternate from that unit shall attend and shall have the same rights of participation and voting as the representative. The alternates shall be kept informed of all actions of the ASC Faculty Senate, receiving copies of such minutes, reports, agenda, or other documents as are distributed to the selected representatives. In the event of the resignation of an elected representative or alternate, the Tenure Initiating Unit may hold a new election to fill the remainder of the Senator or Alternate's term. Such elections should be held before the end of the first week of an academic term and the results reported to the steering committee.

Article IV. Officers of the ASC Faculty Senate

Officers of the ASC Faculty Senate shall consist of a Chair; Vice Chair (Chair-Elect) who shall serve a two-year term, the second in the role of Senate Chair; and Past Chair. The Chair shall preside at meetings of the ASC Faculty Senate and meetings of the ASC Senate Steering Committee. In the event of the Chair's absence, the Vice Chair shall preside.

By the first day of the autumn term, the ASC Faculty Senate shall annually elect from the Senate's current membership a Vice Chair and individuals (replacements as needed to maintain staggered terms) to serve two-year terms on the Steering Committee.

The College of Arts and Sciences shall provide logistical support to the ASC Faculty Senate, such as distribution of agenda and other information, notifying the membership of meetings, recording minutes of meetings, correspondence, maintaining ASC Faculty Senate records, and such other

business as the ASC Faculty Senate may order. At the appropriate times, the ASC College shall inform departments, schools, and other constituencies of their need to elect Representatives and Alternates for the ASC Faculty Senate.

Article V. Committees

Section 1. The ASC Faculty Senate establishes the following standing committees:

a. Steering Committee

i. Membership

Ten members, elected or appointed from the current Senate representatives as follows:

- Six (6) faculty representatives (2 from each ASC division), elected by the Senate
- One student representative appointed by the ASC Faculty Senate Chair
- ASC Faculty Senate Chair
- ASC Faculty Senate Vice-Chair
- Immediate Past Chair of the ASC Faculty Senate

The ASC Faculty Senate Chair and Vice-Chair serve as Chair and Vice-Chair of the steering committee.

ii. Duties and Responsibilities

Pursuant to faculty rules listed in Article I, to identify issues of concern relating to the matters listed in Article II, Section 2, and to bring them before the ASC Faculty Senate; to prepare an agenda for meetings of the ASC Faculty Senate; to review periodically the committee structure of the ASC Faculty Senate; to resolve disputes regarding ASC Faculty Senate representation; to prepare nominations for the positions of Chair and Vice-Chair; to prepare a slate of candidates for open positions on the Steering Committee. In constructing slates of candidates, the Committee shall request suggestions of possible nominees from the ASC Faculty Senate and prepare a slate of no fewer than two candidates for each office.

b. Arts and Sciences Curriculum Committee (ASCC)

i. Membership

Eighteen voting members, elected or appointed as follows:

- 9 representatives from the ASC Faculty Senate
- 5 faculty members appointed by the Executive and Divisional Deans
- 2 Arts and Sciences Honors Committee Members
- 1 Arts and Sciences Undergraduate Student representative, and 1 Undergraduate Student alternate, to serve when the representative is unavailable
- 1 Arts and Sciences Graduate Student representative, and 1 Graduate Student alternate, to serve when the representative is unavailable
- Associate Executive Dean (*ex officio*)

The nine faculty members shall be elected by the ASC Senate membership from the current ranks of Arts and Sciences Faculty Senate. A slate of candidates shall be prepared by the Steering Committee of the ASC Faculty Senate who can fulfill the following responsibilities:

- Two representatives from each of the three ASC divisions will serve on the divisional panels of the ASCC.
- An additional three representatives will serve on the ASCC panel that assesses the General Education curriculum.

Five faculty members, each with expertise relating to the work of one of the standing ASCC panels, shall be appointed by the Executive Dean, in consultation with the Divisional Deans. The undergraduate student member and alternate will be selected in consultation with Arts and Sciences Student Council. The graduate student member and alternate will be selected in consultation with the Council of Graduate Students.

Annually in the spring semester, a continuing voting member of the ASCC shall be elected by the voting membership of that committee as chair for the following academic year. Reelection for an additional one year term is permitted.

Non-voting members:

The Divisional Curricular Liaisons will be non-voting members of the ASCC.

ii. Duties and responsibilities

To study the untagged B.S. and B.A. degree programs and requirements for students registered in the College of Arts and Sciences and make recommendations concerning them to the ASC Faculty Senate and the Executive Dean; to study tagged degree programs and requirements and make recommendations concerning them to the Council on Academic Affairs; to have joint responsibility for planning the general education requirements for colleges outside Arts and Sciences on a cooperative basis; to assess the effectiveness of the university general education curriculum and instruction as well as the major curricula in Arts and Sciences; to facilitate interdisciplinary enhancements; to oversee the Freshman Seminar program; to oversee the ASC participation in the Buckeye Book Community.

The committee shall submit an annual report to the ASC Faculty Senate and to the Executive Dean by the third week of spring semester.

iii. Terms

Faculty voting members of the ASCC shall serve three-year rotating terms, and may not serve two consecutive terms. (The term of service on the ASCC may extend beyond the term of the ASC Faculty Senate for those members selected by the ASC Faculty Senate.) Student members shall serve one year terms, with possible reappointment for a second consecutive term.

c. Arts and Sciences Honors Committee

i. Membership

Voting members:

- 15 faculty members, 5 from each division, appointed by the Associate Executive Dean
- 6 student voting members, two from each division. Each division will be represented by two regular student members and one alternate. When not present, students will be replaced by the alternate from their division. If the alternate is not available, a student alternate from another division may vote in their place.

The Chair of the Committee shall be elected in the spring from among the continuing faculty members.

Non-Voting Members:

The Associate Executive Dean
The Director of the ASC Honors Program

Liaisons:

The Associate Provost for Honors and Scholars
The Director of the Undergraduate Research Office
The Director of the Honors Collegium

ii. Duties and Responsibilities

To study the existing honors program in the College of Arts and Sciences and to make recommendations to the ASC Faculty Senate and the Executive Dean regarding its future development; to establish criteria, in consultation with the ASCC, for honors courses and honors versions of existing courses, and to act as the body that approves these courses for honors use; to establish and monitor expected standards of academic attainment leading to “Honors in the Arts and Sciences” and “Distinction” designations, and to recommend to the ASC Faculty Senate additional honors-related undergraduate degree designations for its consideration; to award undergraduate research scholarships to Arts and Sciences students; to work cooperatively with Arts and Sciences and University Honors to develop suitable honors experiences for all students; to consider and develop other special programs as the need may arise. The committee shall submit an annual report to the ASC Faculty Senate and to the Executive Dean during spring semester.

iii. Terms

Faculty members shall serve for three-year rotating terms. Student members shall serve one-year terms.

Section 2. In addition to the standing committees of the ASC Faculty Senate named in Section 1 of this Article, the ASC Faculty Senate has the power to create ad hoc committees. The Associate Executive Dean, with the advice of the Steering Committee, may recommend to the ASC Faculty Senate the establishment and membership of ad hoc committees as the need may arise, and may appoint, with the advice of the Steering Committee, committees from the faculty to work toward implementation of policies developed under Article II, Section II.

Section 3. Such committee membership shall be alterable by majority vote of a quorum of the faculty of the College of Arts and Sciences.

Article VI. Meetings of the ASC Faculty Senate

Section 1. The ASC Faculty Senate shall meet at least once during the academic year and as business requires.

Section 2. Meetings of the ASC Faculty Senate shall be called by the chair of the ASC Faculty Senate. The chair will call meetings to meet the conditions of Section 1 and must call meetings, in a timely fashion, upon request of the Executive Dean, upon majority vote of the Steering Committee, and/or upon request of 10 voting members of the ASC Faculty Senate.

Section 3. Written notice of the time and purpose of all meetings shall be given to Representatives and Alternates of the ASC Faculty Senate at least five days in advance of each meeting.

Section 4. Any member of the ASC Faculty Senate, and any faculty member in ASC, is eligible to speak at ASC Faculty Senate meetings.

Section 5. Any member of the university community may attend any meeting of the ASC Faculty Senate. Members of the university community who are not members of the faculty of the College of Arts and Sciences may be granted the right to speak, but not to vote, on matters before the ASC Faculty Senate. When a request is made for this privilege, the chair will ask the ASC Faculty Senate for objections and hearing none shall grant permission to speak. If objections are raised, the privilege shall be extended only by an action of the ASC Faculty Senate.

Section 6. A majority of the members of the ASC Faculty Senate who are eligible to vote shall constitute a quorum for the transaction of business.

Section 7. Except as otherwise ordered by the ASC Faculty Senate, its meetings shall be conducted in accordance with Robert's Rules of Order.

Article VII. Records

The records of the ASC Faculty Senate shall be made available for use by the members of the faculty of the College of Arts and Sciences, as well as other interested parties.

Article VIII. Amendments

These Rules may be amended, with the advice and consent of the Executive Dean, either by a two-thirds vote of the Representatives present at a regular or special meeting of the Faculty Senate of the College of Arts and Sciences or, if a quorum is not present at such a meeting, by a two-thirds vote of Representatives participating in a mail or e-mail ballot. Proposed amendments shall be submitted in writing to all Representatives and Alternates of the ASC Faculty Senate at least two weeks prior to the time at which voting on the amendments will take place.

These Rules were adopted May 25, 2011; amended September 17, 2015; and further amended May 9, 2018.

(These Rules supersede the Charter of the Faculty Senate of the Colleges of the Arts and Sciences, which was adopted October 29, 2003 and amended May 3, 2006, May 30, 2007, and February 13, 2008; and the version adopted May 18, 1989 and amended June 14, 1991 and December 1, 1997. The original version of the Charter was adopted March 13, 1968; and amended December 9, 1968, January 30, 1969, May 7, 1969, April 23, 1970, and further amended April 2, 1973.)