

# **BYLAWS FOR THE COLLEGE OF SCIENCES**

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## **I. PREAMBLE**

### **A. Mission of the College of Sciences at North Carolina State University**

The College of Sciences (COS) is an innovative research and education enterprise that solves important and challenging scientific problems, guides student learning and prepares the next generation of scientists and leaders for tomorrow's world.

A diverse range of high-performing science students, faculty, and staff from around the world work and learn at the College of Sciences. We are at the forefront of innovation in science education and scientific discovery, finding interdisciplinary solutions to great societal problems, answering deep intellectual questions and providing reliable scientific information to the public and policy makers. Our extensive partnerships with business, industry and government fuel a culture of entrepreneurship that creates economic, societal and intellectual prosperity.

### **B. Principles Governing the College**

The College of Sciences ascribes to the principles of shared governance as embodied in [Section 502D\(2\) of the Code of the Board of Governors](#) by which there shall be “appropriate procedures within the institution to provide members of the faculty the means to give advice with respect to questions of academic policy and institutional governance.” We also embrace Association of American Colleges & Universities ([AAC&U's](#)) guiding principles of inclusive excellence: while staff are not formally part of the Code's shared governance structure, staff voice and input are critical to the governance structure of the College of Sciences. Thus, all benefit-eligible (greater than or equal to 0.75 FTE) faculty and staff should be involved in decision-making processes affecting their instructional, research and outreach functions. Lines of communication between faculty and staff and college administration must be kept open, and there should be maximum feasible participation of the faculty and staff in college affairs. The faculty should have primary responsibility in design and approval of curricula, and have a significant role in the creation and evaluation of college programs and in the selection and evaluation of college administrative officers.

Whereas the nature and extent of faculty participation in departmental affairs will vary from one department to another, it should extend at least to the following areas:

- hiring new faculty, including the selection of department head
- department curricula and degree requirements
- faculty reappointment, tenure, promotion and
- post-tenure review

To the maximum extent feasible, all faculty should have a voice in determining departmental faculty appointments to college standing committees except those cases where college or university regulations dictate procedures. To the maximum extent feasible, staff should have a voice in selecting staff appointments to college standing committees.

Since departments differ in size, organization, tradition, and mission, each department should develop a set of written rules for making decisions affecting curricula, degree requirements, hiring new faculty, promotion of faculty and granting of tenure and post-tenure review. Such procedures should be consistent with the spirit of democratic faculty participation in departmental governance as well as with specific college and university policies and regulations.

## II. ADMINISTRATION

### A. College

Administrators of the college include the dean and all administrative persons appointed by the dean including, but not limited to, assistant and associate deans, department heads/chairs and directors.

The dean is classified as a Tier-I Senior Academic Administrative Officer (SAAO) and all associate and assistant deans are classified as Tier-II SAAO positions according to [UNC Policy 300.1.1 Regulations Concerning Senior Academic and Administrative Officers](#). Selection and hiring of SAAO's is regulated by [Policy 05.55.01 Search and Selection procedures for Senior Academic and Administrative Officers \(Tier-1\)](#) and [Regulation 05.55.02 Hiring Procedures for Faculty and EHRA Personnel](#), which, in keeping with the governing principles outlined in these bylaws, should include input from faculty and staff in developing the position description and announcement, and participation in the search process.

#### 1. Dean

The dean is the chief academic, administrative, and budgetary officer, as well as the spokesperson for the college, and is responsible to the chancellor through the executive vice chancellor and provost for the administration of the college. The dean is responsible for enhancing and invigorating academic programs, inspiring faculty, staff, and students, and creating synergy among the disciplines. The dean also works with faculty to articulate a shared vision of excellence within the college with a focus on innovative program development that supports the university's overall strategic priorities. To accomplish this, in addition to regular college faculty and staff meetings, the dean shall meet at least once a year with each of the departments in their departmental faculty and staff meetings. The dean is expected to further the mission of the college by expanding resources through focused fundraising efforts; strengthening regional, national, and global connections; and building collaborations both within the college and across the university.

##### 1.a Review of the Dean

The dean shall be reviewed periodically according to [REG 05.50.02 Review of College Deans](#).

#### 2. Associate and Assistant Deans

The associate and assistant deans are responsible to the dean to assist with the administration of the college. Associate and assistant dean positions are created and appointments made by the dean with appropriate faculty and staff consultation, sufficient to successfully operate the college. The creation and/or revision of such administrative positions is not subject to the bylaw revision provisions of section VII. However, any changes to the administrative structure should be communicated to the Faculty Advisory Council and the Staff Advisory Council who will be responsible to update this administrative section of the bylaws.

##### 2.a Review of Associate Deans

Associate deans shall be reviewed periodically according to [REG 05.50.07 Review of Associate Deans](#).

##### 2.b Review of Assistant Deans

Assistant deans shall be reviewed annually according to [REG 05.50.08 Annual Evaluation of EHRA Non-Faculty](#).

## **2.1 Senior Associate Dean for Administration**

The senior associate dean for administration serves as acting dean in the dean's absence. The senior associate dean for administration oversees faculty affairs and the academic aspects of facilities, and serves as the point of contact for all faculty administrative processes such as: position requests, reappointment, promotion and tenure, post-tenure review, faculty mentoring, conflict of interest reviews, scholarly leave, professorships of distinction, faculty awards, faculty orientation, university faculty scholars program, faculty appointment, start-up and retention, internal and external reviews of departments and programs, and coordinates reviews of academic department heads and associate deans, and other review processes for the dean, in collaboration with the Provost's Office, college leadership, and other offices as required. The senior associate dean for administration will facilitate searches for college leadership and faculty, and coordinate college-level standing committees. He/she also oversees the development, adoption and implementation of a college strategic plan, the college's business continuity plan, the college's facilities master plan, and serves as college liaison to university offices.

## **2.2 Associate Dean for Academic Affairs**

The associate dean for academic affairs provides leadership to guide operations and academic programming to enhance the student experience. The associate dean for academic affairs represents the college on university undergraduate academic oversight committees, develops and sustains networks with counterparts on campus, and is a resource for the college faculty on the development and approval of new courses and curricula. The associate dean for academic affairs oversees academic advising, study abroad, semester withdrawal, schedule revision and grade change requests for the college; coordinates scholarship programs and recipient selection; and manages the implementation of physical infrastructure and technological innovation in support of the immersive student experience.

## **2.3 Associate Dean for Research**

The associate dean for Research provides leadership and support for the college in advancing its research mission as well as the integration of that mission with the larger strategic goals of the college and university. The associate dean for research provides visionary leadership to: empower faculty to develop new research programs, manage research space, facilities and technology, and, with the assistant dean for Finance and Business Management, manage post award administration activities and cost-sharing commitments. The associate dean for research oversees the graduate education programs in the college. The associate dean for research represents and advocates for the college in various university-wide committees and working groups focused on research to: expand interdisciplinary and translational research, facilitate a robust research infrastructure, and develop the expertise necessary to support successful competition for federal research funding. The associate dean for research is responsible for the college research centers and institutes, including periodic reviews of their effectiveness. The associate dean for research, in concert with the relevant university offices, manages intellectual property, technology transfer and research agreements.

## **2.4 Assistant Dean for Academic Programs, Student Diversity and Engagement**

The assistant dean for academic programs, student diversity & engagement works with the associate dean for academic affairs to create an environment for all students that is focused on student success and diversity by developing nationally recognized programs whose primary focus is on recruitment and retention of undergraduate students from groups traditionally underrepresented in the college. The assistant dean for academic programs, student diversity & engagement facilitates and conducts diversity and engagement sessions for the college's freshman orientation course, is the advisor for the Society for Multicultural

Scientists, the College of Sciences Council, and the Sciences Ambassadors Program. The assistant dean for academic programs, student diversity & engagement handles academic process paperwork, such as semester withdrawal and schedule revision requests and grade changes for all undergraduate students for the college.

### **2.5 Assistant Dean for Advancement**

The assistant dean for advancement sets annual and campaign fundraising goals in partnership with the dean, associate vice chancellor of advancement, and the college directors of major gift fundraising, and manages the strategic fundraising process for the college. The assistant dean for advancement serves as the primary administrator for the college of sciences foundation, maintaining board relationships, overseeing the foundation budget and investments, arranging the annual meetings, retreats, and other activities. The assistant dean for advancement serves as the senior adviser to the dean on alumni and external relations, philanthropy and advocacy, and builds mutually beneficial relationships with alumni, donors, industry, government, and other constituents of the college.

### **2.6 Assistant Dean for Finance and Business Management**

The Assistant Dean for Finance and Business Management provides organization, direction, analysis, delivery, management, and leadership for finance and business management services and takes steps to ensure that such services function effectively, efficiently, and in compliance with legal and regulatory requirements as well as University policies, practices, and procedures. Finance and business management services include, but are not limited to: budget development and management; standard operating procedures for business processes, and position control. The Assistant Dean provides executive-level work to analyze and address issues of organizational efficiency, contributes to strategic conversations, and manages the implementation of action items through detailed and comprehensive knowledge of the structure, operation, strategies and objectives of the college and university.

### **2.7 Assistant Dean for Culture, Talent and Human Resources**

The assistant dean for culture, talent and human resources serves as the chief HR officer. The assistant dean for culture, talent and human resources is responsible for developing and executing human resource strategies, structures and policies in support of the overall strategic direction of the college, specifically in the areas including, but not limited to succession planning, talent management, change management, organizational and performance management, training and development, and equitable compensation. The assistant dean for culture, talent and human resources serves as the college equity officer and thereby has general oversight of the equity and affirmative action planning activities, reviews and approves employment and compensation actions, and communicates issues, inconsistencies, and recommendations for improvement in diversity recruitment efforts to hiring officials and senior leadership within the college.

## **B. Departments**

Six (6) departments constitute the College of Sciences, including Biological Sciences, Chemistry, Mathematics, Marine Earth and Atmospheric Sciences, Physics and Statistics.

### **1. Department Heads (Chair)**

The department head (chair) is the chief executive officer of the department and is responsible to the dean and departmental faculty for its administration. (In the remainder of this document the term “department head” is understood to represent both department heads and chairs.) The department head shall guide the fiscal, academic and personnel activities of the department and shall set priorities where appropriate. In addition, the department head shall

foster and sustain a supportive, productive, and professional workplace, which allows the department faculty and staff to succeed and grow in their careers.

The department head has a variety of planning and management duties and should seek the counsel of the faculty and staff and delegate appropriate responsibilities. Responsibilities of the department head include but are not limited to:

- Execute departmental, college, and university policies within the department.
- Consult with departmental personnel in the formulation of departmental policies.
- Lead regular meetings of the departmental faculty and staff to discuss educational procedures, research programs, personnel policies, and other activities of the department, college, and university.  
Prepare departmental budgets and be responsible for the assignment and expenditures of departmental funds.
- Allocate the use of departmental space, equipment, and supplies.
- Supervise the employment, performance, and welfare of the faculty and staff (non-faculty EHRA and SHRA) employees in the department, either directly or by proxy.
- Recruit faculty and make recommendations on personnel actions, appointments, dismissals, promotions, granting of tenure, salary adjustments, etc.

#### *1.a Selection and Appointment of Department Heads.*

Department head searches and appointments shall be conducted in accordance with [NCSU REG 05.55.02 Hiring Procedures for Faculty and EHRA Personnel](#). To select a permanent department head, the Dean will constitute a search committee from the members of the department's faculty including at least one member of each tenure/tenure track rank, at least one professional track faculty member, at least one graduate student and at least one staff member. The department head search committee typically will be chaired by a department head from another department in the university. The department head search committee is charged with soliciting candidates, reviewing applications and selecting finalists to be interviewed, soliciting faculty and staff responses to the finalist interviews, and submitting a final list of candidates to the dean for selection. The dean shall select the department head from the list submitted by the search committee. It is expected that the department head will hold tenure at the rank of full professor in the department. The department head serves at the will of the dean of the college.

#### *1.b Review of Department Heads.*

Department heads shall be reviewed periodically according to [NCSU REG 05.50.03 Review of Academic Department Heads/Chairs](#).

### **C. Deans' Leadership Team**

The dean, and associate and assistant deans shall regularly consult with department heads, the chair of COS faculty, the chair of COS staff, a selected faculty senator and a selected staff senator and, at the discretion of the dean, other appropriate college personnel. To facilitate such consultation, there shall exist the Dean's Leadership Team that is recommended to meet at least once a semester. This leadership team shall be chaired by the dean or the dean's designee. The Dean's Leadership Team shall principally advise the dean, and will consider and make decisions pertaining to recommendations from standing committees.

### III. FACULTY

**In the remainder of this document the term “faculty” is understood to include faculty of all ranks, as listed in General Faculty Bylaws in Article II, Section 2 unless otherwise specified. This includes tenured, tenure-track, and professional faculty.**

#### **A. Voting Membership**

Voting membership in the faculty of COS shall be held by those full-time employees of COS ( $\geq$  0.75 FTE) who meet the requirements for voting membership in the faculty of North Carolina State University as outlined in the [General Faculty Bylaws](#) in Article II, Section 2 of North Carolina State University. The official roster of voting faculty shall be maintained by the secretary of the COS faculty. Any questions with regard to eligibility for voting membership in the COS faculty shall be resolved by vote of the Faculty Advisory Council. Membership in the COS faculty is required for service as an officer, or a faculty member of a standing committee.

#### **B. Officers**

The officers of the COS faculty shall be chair, chair-elect and secretary, elected from the ranks of COS voting faculty, by the COS voting faculty, and their terms shall commence on July 1 of the year elected. Faculty who hold administrative positions of department head or higher, who are emeriti, or who are in phased retirement are not eligible to be elected as an officer of COS.

The chair and chair-elect shall serve one-year terms. The chair-elect will assume the office of chair in the year following service as chair-elect. The chair must wait at least one year before standing for election to a subsequent term as chair-elect. In the event that the office of the chair falls vacant, the chair-elect shall assume the office of chair for the remainder of that academic year and will continue to serve the scheduled term as chair the next academic year. In the event the chair-elect position falls vacant before the end of a term, the faculty of the college, at the time of the next faculty senate election, shall elect a chair as well as chair-elect for the subsequent academic year.

The secretary shall serve a two-year term, for which the individual may stand for re-election to one consecutive term. If elected to a second term the secretary must wait at least one year before standing for election to an additional term. If the position of secretary becomes vacant before the end of a term, the Faculty Advisory Council shall elect an interim secretary from among its members to fulfill the duties of secretary for the remainder of the academic year, and an election for a new secretary, serving a full two-year term, shall be conducted at the time of the next faculty senate election.

##### **1. Chair of the COS Faculty**

The chair of the COS faculty shall:

- Serve as the primary liaison between the faculty and the administration of COS.
- Be an *ex-officio* member of the Dean's Leadership Team.
- Be the presiding officer at all COS college faculty meetings.
- Chair the Faculty Advisory Council.
- Have the authority, in consultation with the Faculty Advisory Council, to appoint task forces and special committees for specific matters not otherwise addressed by COS standing committees.

##### **2. Chair-Elect of the COS Faculty**



The chair-elect of the COS faculty shall:

- Perform the duties of the chair if the chair is absent or otherwise unable to perform their duties.
- Perform other duties relevant to COS faculty governance as requested by the chair.
- Administer the COS elections for the positions of chair-elect, secretary and faculty senate, and ensure departments conduct timely elections to COS standing committees.

### **3. Secretary of the COS Faculty**

The Secretary of the Faculty shall:

- Prepare, distribute and maintain the minutes of the COS Faculty Meetings.
- Maintain the roster of the COS Voting Faculty, if necessary, seeking assistance from the College of Sciences Human Resources office.

## **C. Faculty Senate Representation**

The COS is represented to the university's faculty senate by four senators elected from the membership of the COS general faculty, in accordance with the [General Faculty Bylaws](#). As stipulated in the General Faculty Bylaws Article VI Section 9, the college faculty independently determine a procedure for the election of senators. As established in Article VI Section 9, senators are elected to terms of two years with the possibility of re-election to a single consecutive term. It is strongly recommended that each of the senators is from a different department within the college, and that there be a rotation of representation among the departments within the college.

Each year, the COS Faculty Senate delegation will elect one member of the delegation to serve as an *ex officio* member of the COS Dean's Leadership Team. That senator will also serve as an *ex officio*, non-voting member of the Faculty Advisory Council.

## **D. Election of Officers and Senators**

A single election shall be conducted to elect the COS chair-elect and secretary. It is strongly recommended that this college-wide election be conducted at the same time as the Faculty Senate elections and departmental elections to college standing committees.

Faculty Senate elections are conducted through the office of the Faculty Senate. COS officer elections shall be conducted by a COS election committee.

### **1. Election Committee**

- a. The chair-elect of the COS faculty and COS representatives to the Faculty Senate not standing for election shall constitute the Election Committee. The chair-elect of the COS faculty shall serve as the chair of this committee.
- b. If fewer than two senators are available to serve as an Election Committee, the chair of the COS faculty, in consultation with the COS Faculty Advisory Council, shall enlarge the committee by appointing one or two members from the COS faculty who are not running for any office.
- c. If any member of the Election Committee becomes a candidate for election, the chair of the COS faculty, in consultation with the Faculty Advisory Council, shall appoint a replacement.

### **2. Nominations**

- a. Voting faculty members of COS shall be requested to nominate candidates to serve as chair-elect, secretary and COS faculty senators. Nominations may be submitted to any

member of the Election Committee. A nomination will be made public only with that candidate's consent to run for the office.

### **3. Voting**

- a. Regardless of the total number of candidates, each COS faculty member may vote for any number of candidates not exceeding the number of vacancies. Write-in candidates shall be permitted.
- b. The candidates receiving the most votes shall be elected. If ties occur, the Election Committee shall determine the winner(s) by drawing lots. When the election involves different terms of office, candidates with the largest number of votes shall be assigned the longest terms: the Election Committee shall break ties by drawing lots to allocate terms.

### **4. Ballots**

- a. All elections shall be by electronic system. It shall be the responsibility of the Election Committee to take all reasonable measures to ensure that all eligible voters receive a ballot and duplicate votes are not possible.
- b. Ballots shall be distributed no later than five weeks before the last day of classes in the spring semester.

### **5. Notification of Election Results**

The Election Committee shall notify the candidates of the college officer election results. The Election Committee will work with the dean's office to announce the new chair-elect, and secretary to the college. The results of the election, including the tally of all ballots, shall be entered into the minutes of the next College Faculty Meeting for archival purposes.

## **IV. STAFF**

### **A. Membership**

All employees of the COS are considered to be staff and represented by the staff senate unless they fall into one of the following categories:

- Regular (tenured or tenure-track) faculty, or
- Professional faculty defined under NC State University REG 05.20.34, or
- Postdoctoral employees (post-docs) defined under NC State University POL 05.15.1, or
- Student workers, or
- Temporary employees.

### **B. Officers**

The officers of the staff of the COS shall be chair and secretary. The senior staff senator of the COS district shall serve as the chair of the COS staff. The secretary for the COS staff will be elected annually by and from the members of the Staff Advisory Council. If the position of secretary becomes vacant before the end of a term, the council shall elect a new secretary from among its members for the remainder of the term.

#### **1. Chair of the COS Staff.**

The Chair of the COS Staff shall:

- Serve as the primary liaison between the staff and the administration of the COS.
- Preside at COS staff meetings.
- Serve as chair and preside over the proceedings of the COS Staff Advisory Council.

- Serve as an *ex-officio* member of the Dean's Leadership Team.

## **2. Secretary of the COS Staff.**

The secretary of the COS staff shall:

- Preside over the Staff Advisory Council or meetings of the COS staff in the absence of the chair.
- Prepare, distribute and maintain the minutes of the COS staff meetings.

## **C. The Staff Senate**

The staff of the COS district shall be represented to the university staff senate as apportioned by the [Bylaws of the North Carolina State University Staff Senate](#). More information on the NC State University staff senate can be found at: [staffsenate.ncsu.edu](http://staffsenate.ncsu.edu).

Each year, the COS Staff Senate delegation will elect one member of the delegation to serve as an *ex officio* member of the COS Dean's Leadership Team.

## **V. GOVERNANCE PROCEDURES**

By this rule, the faculty of COS evidences its commitment to responsible participation in shared governance of the college. While staff are not formally part of the university's established shared governance structure, staff voice and input is critical to the governance structure of the College of Sciences. The following procedures are designed to provide order and continuity in faculty and staff efforts to express and accomplish its goals and aspirations.

The college [Rule 05.67.706](#) Section 6 explicitly describes how college administrators and persons with campus-level appointments who also hold faculty appointments in COS may participate in the reappointment, promotion and tenure process. Administrators who hold faculty rank inside of COS are considered *non-voting* members of the COS faculty.

### **A. College Faculty Meetings**

**1. College Faculty Meetings** shall take place at least once per semester (fall and spring) at times to be announced by the chair of the COS faculty in consultation with the dean. A minimum of ten (10) calendar days advance notice is required. Additional meetings may be called by the dean, by petition of ten (10) percent of the voting faculty, or by resolution of any standing committee of the college. Such petition or resolution shall be submitted to the dean or, in his/her absence, to an associate dean.

The COS faculty may meet in executive session when it is considered necessary. The faculty, by majority vote of those present at any meeting, may decide to adjourn and immediately reconvene itself in executive session. Only voting members of the faculty shall be present in executive session.

**2. The Chair of the COS Faculty** is the meeting presider. In the chair's absence the chair-elect of the faculty will preside.

**3. The Agenda:** A call for items to be considered for the agenda of a college faculty meeting should be sent to the voting faculty at least two weeks in advance of the meeting. The chair of the faculty, in consultation with the dean and the FAC shall determine the agenda for a college faculty meeting, which will be distributed at least five (5) business days preceding the meeting. Items requiring faculty action or approval may be placed on the agenda by the dean, by resolution of any college standing committee, by faculty action at the previous faculty meeting,

or upon petition signed by ten (10) percent of the eligible voting faculty. Items not included on the announced agenda may not receive final action at a faculty meeting except when this requirement is waived by a two-thirds vote of the faculty present and constituting a quorum.

4. **Robert's Rules of Order**, most current edition, shall govern meetings of the faculty, when not in conflict with these bylaws. The chair of the faculty may appoint a parliamentarian to advise the presiding officer and the faculty on questions of procedure.

#### 5. Quorum

A quorum for college faculty meetings shall consist of twenty (20) percent of the eligible voting faculty. Votes taken at a college faculty meeting are not binding unless a quorum is present. Votes taken by electronic methods shall adhere to the same definition of quorum as is required for in-person meetings.

#### 6. Voting

a. If at all possible votes will be conducted via electronic methods so that as many faculty as possible have the opportunity to vote. It is then possible also to record votes by rank and departmental affiliation if these are deemed important for the matter under discussion. To conduct an electronic vote, the chair of the COS faculty shall distribute the motion along with a brief written summary of the pros and cons discussed at the faculty meeting. The electronic ballot shall be open for a period of three to five business days. The chair, chair-elect and secretary of the COS faculty will tally electronic votes, and report the results of the vote to the COS faculty.

b. There will be no voting by proxy.

c. Voice or standing vote may be used at the discretion of chair of the COS faculty. Use of a secret ballot shall require approval by a simple majority of voting members present at the meeting. A tally of all votes shall be announced and recorded in the meeting minutes.

7. **Minutes** of college faculty meetings shall be recorded by the secretary of the COS faculty. The minutes shall be distributed to the COS faculty within ten (10) business days following the meeting, and be approved by voice vote at the subsequent meeting of the COS faculty. The approved minutes shall be distributed to the dean's office and the department heads, and be available to the faculty via the COS intranet.

### B. College Staff Meetings

1. **College Staff Meetings** shall take place at least once per semester (fall and spring) in order to share relevant COS information with staff and for the dean to listen to staff concerns. COS staff meetings occur at times to be announced by the dean in consultation with the chair of the COS staff. A minimum of ten (10) calendar days advance notice is required. Additional meetings may be called by the dean, or by petition of ten (10) percent of the eligible staff, as defined in section IV.A. Such petition or resolution shall be submitted to the dean or, in his/her absence, to an associate dean.
2. **The chair of the COS staff** is the meeting presider. In the chair's absence the secretary of the staff will preside.
3. **The Agenda** for a college staff meeting will be distributed at least five (5) business days preceding the meeting. Items of importance to the staff may be placed on the agenda by the

dean, by resolution of any college standing committee, by staff recommendation at the previous staff meeting, or upon petition submitted by ten (10) percent of eligible staff.

4. **Minutes** of college staff meetings shall be recorded by the secretary of the COS staff. The minutes shall be distributed to the COS staff within ten (10) business days following the meeting, and be approved by voice vote at the subsequent meeting of the COS staff. The approved minutes shall be distributed to the dean's office and the department heads, and be available to the staff via the COS intranet.

### **C. Joint College Faculty and Staff Meetings**

1. **Joint College Faculty and Staff Meetings** shall take place at least once per academic year. Joint COS faculty and staff meetings occur at times to be announced by the dean in consultation with the chair of the COS faculty and the chair of the COS staff. A minimum of ten (10) calendar days advance notice is required. Additional meetings may be called by the dean, or by petition of ten (10) percent of the eligible faculty or staff. Such petition or resolution shall be submitted to the dean or, in his/her absence, to an associate dean.

2. **The chair of the COS faculty and the chair of the COS staff** are the meeting co-presiders.

3. **The Agenda** for a joint college faculty and staff meeting will be distributed at least five (5) business days preceding the meeting. Items of importance to the faculty and staff may be placed on the agenda by the dean, by resolution of any college standing committee, by faculty or staff recommendation at the previous faculty and staff meeting, or upon petition submitted by ten (10) percent of eligible faculty or staff.

4. **Minutes** of joint college faculty and staff meetings shall be recorded by the secretary of the COS staff or by the secretary of the COS faculty. The minutes shall be distributed to the COS staff and faculty within ten (10) business days following the meeting, and be approved by voice vote at the subsequent joint meeting of the COS faculty and staff. The approved minutes shall be distributed to the dean's office and the department heads, and be available to the faculty and staff via the COS intranet.

## **VI. STANDING COMMITTEES**

There shall be three types of standing committees in the COS, including seven (7) advisory, four (4) operational and one (1) special function committees. Creation, dissolution, change in composition, or charge modification of a standing committee may only be done by revision of this rule according to procedures identified in section **VII**.

Standing committees shall only meet during the academic year.

Administrators, or the chair of the faculty or staff in consultation with their respective advisory councils may establish other special committees or task forces for specific matters not otherwise addressed by COS standing committees. In addition, any standing committee may establish *ad hoc* subcommittees whenever additional expertise or assistance is needed on specific issues.

The dean, in consultation with the department heads, may appoint up to two additional faculty/staff members on the standing committees in order to enhance the diversity, broadly interpreted across demographics, field, and career stage, of those committees.

## **A. Advisory Committees**

Advisory committees shall advise specifically assigned senior administrative officers on issues of concern. Advisory committees shall meet at least once each semester (fall and spring). Advisory committee meetings may be called by the chair of the committee or by the committee's assigned administrative officer. Advisory committees shall provide to the Dean or Assigned Administrative Officer an annual report (not to exceed three pages) summarizing the committee's activities during the academic year, prior to the end of the academic year.

Advisory committees are intended to be representative of all departments across the college. Eligible voting members of COS may serve as general members of advisory committees. Representatives to the Faculty Advisory Council and to the Staff Advisory Council shall be elected as described below. Each department shall develop a method by which their general membership to other advisory committees is selected.

General members of advisory committees (i.e. members other than those with special appointments such as the chair of the faculty or staff) will be elected/selected to three year terms. Elections/selections are to be staggered so that each year one third of the general members complete their three-year terms and are replaced by new members whose terms commence on July 1. Individuals may stand for reelection to one consecutive term. If an individual has served two consecutive terms they must wait at least one year before standing for election to an additional term. If a member relinquishes his or her position before the three-year term expires, a replacement member shall be elected/selected by their department to serve out the remainder of the unexpired term. Members elected/selected to fill unexpired terms are eligible to serve a subsequent full term.

### **1. Faculty Advisory Council**

#### ***1.1 Assigned Administrative Officer:***

Dean

#### ***1.2 Purpose/Charge:***

The Faculty Advisory Council is an autonomous body of the faculty that will advise the dean on issues of concern to the faculty and the administration. A primary communication link between faculty and dean, the council shall consult with the dean on a wide range of matters of general interest to faculty, including annually reviewing and providing input into the COS budget priorities. While the dean is not a formal member of the Faculty Advisory Council, it is expected that the dean will regularly participate in Faculty Advisory Council meetings at the invitation of the Faculty Advisory Council. The Faculty Advisory Council is charged to consider the comprehensive functions of the college, but should respect the specific charges of other standing committees.

#### ***1.3 Membership:***

- a. The chair of the COS faculty shall serve as chair of the Faculty Advisory Council.
- b. The chair-elect of the COS faculty shall be a member of the Faculty Advisory Council and preside at meetings in the absence of the chair.
- c. The secretary of the COS faculty shall be a member of the Faculty Advisory Council.
- d. Two faculty members shall be elected from each of the six (6) departments of the college. Department representatives are to be elected by the COS voting faculty from that department.
- e. The COS faculty senators shall select one of their members to serve a single-year term as an *ex officio*, non-voting member of the Faculty Advisory Council.

## **2. Staff Advisory Council**

### **2.1 Assigned Administrative Officer:**

Dean

### **2.2 Purpose/Charge:**

The Staff Advisory Council will advise the dean on issues of concern to the college's staff. The Staff Advisory Council will provide a primary communication link between the staff and dean, and shall consult with the dean on a wide range of matters of general interest to staff.

### **2.3 Membership:**

Representatives are to be nominated from and elected by their respective constituents (i.e. departments, dean's office, and centers).

- a. The senior staff senator of the COS district shall serve as the chair of the Staff Advisory Council, and will only vote in case of ties.
- b. The secretary of the Staff Advisory Council shall be elected annually from the membership of the Staff Advisory Council. If the position of secretary becomes vacant before the end of a term, the council shall elect a new secretary from among its members to fulfill the remainder of the term.
- c. One member shall be elected from each of the six (6) departments of the college.
- d. One member shall be elected by and from staff in the dean's office (including the Machine Shop, Biological Resources Facility, College Research Office, College Academic Affairs Office, College Advancement Office, College Human Resources Office, College Business Operations Office, College Information Technology Office, and WISE).
- e. One member shall be elected by and from staff in the Center for Research in Scientific Computation, Bioinformatics Research Center, the Science House, and State Climate Office.

## **3. Research Advisory Committee**

### **3.1 Assigned Administrative Officer:**

Associate Dean of Research

### **3.2 Purpose/Charge:**

The Research Advisory Committee shall advise the dean on all matters concerning research in COS. It is principally through the Research Advisory Committee that the dean's office will be kept aware of the needs and concerns of faculty engaged in research. The committee may be called upon to advise the dean on matters of development, acquisition and allocation of research resources (including research IT resources and F&A funds), evaluation of faculty proposals for college or university research support, NC State faculty research and professional development awards, and in formulating college long-range research plans.

### **3.3 Membership:**

- a. One faculty member shall be selected from each of the six (6) departments of the college. The COS representative to the University Research Committee, if not already a member of the COS Research Advisory Committee shall serve as an *ex officio*, non-voting member.
- b. The COS Associate Dean for Research shall be an *ex officio*, non-voting member.

### **3.4. Chair of the Research Advisory Committee.**

The chair of the Research Advisory Committee shall be elected at the last meeting of the spring semester from among its membership whose terms extend into the subsequent academic year. *Ex officio* members are not eligible to be chair. The chair shall preside over all meetings of the

committee, and shall work with the associate dean for research to establish the agenda for the committee.

#### **4. Teaching Advisory Committee**

*4.1 Assigned Administrative Officer:*  
Associate Dean of Academic Affairs

*4.2 Purpose/Charge:*

The Teaching Advisory Committee shall advise the dean on matters concerning instruction in COS. It is principally through this committee that the dean's office will be kept aware of the needs and concerns of faculty engaged in teaching. The committee will be called upon to advise the dean on matters of development, acquisition and allocation of teaching space, use of college teaching IT resources, and professional development programs. The committee shall select the COS nominees for the Outstanding Teacher Award, and the Alumni Distinguished Undergraduate Professor Award, as well as other awards as appropriate.

*4.3 Membership:*

- a. One faculty member shall be selected from each of the six (6) departments of the college.
- b. The COS Associate Dean for Academic Affairs shall be an *ex officio*, non-voting member.
- c. The COS Senior Associate Dean for Administration shall be an *ex officio*, non-voting member.
- d. The COS Assistant Dean for Academic Programs, Student Diversity and Engagement shall be an *ex officio*, non-voting member.
- e. For the purposes of selecting the teaching awardees, the Chair of the Teaching Advisory Committee is encouraged to appoint a COS student representative to co-chair the awardee selection process, in the fall of each academic year

*4.4. Chair of the Teaching Advisory Committee.*

The chair of the Teaching Advisory Committee shall be elected at the last meeting of the spring semester from among its membership whose terms extend into the subsequent academic year. A chair may serve at most for two years. *Ex officio* members are not eligible to be chair. The chair shall preside over all meetings of the committee, and shall work with the associate dean for academic affairs to establish the agenda for the committee.

#### **5. Information Technology Advisory Committee**

*5.1 Assigned Administrative Officer:*  
Director of Information Technology

*5.2 Purpose/Charge:*

The Information Technology (IT) Advisory Committee shall advise the dean on matters concerning academic and research IT in the COS. It is principally through this committee that the dean's office will be kept aware of the needs and concerns of faculty who make use of IT in their research and/or teaching. The committee will also be called upon to advise the dean on matters of development, acquisition and allocation of IT resources, and of formulating college long-range plans for information technology.

Because of overlap in jurisdiction, the committee should coordinate its activities with those of the COS Research Advisory Committee and the COS Teaching Advisory Committee.

*5.3 Membership:*



- a. One faculty member and one staff member shall be selected from each of the six (6) departments of the college.
- b. Each of the COS centers may select one non-voting member.
- c. Any college faculty or staff member serving as a member or chair of an NC State IT Governance committee that is advisory to the Vice chancellor of IT shall serve as *ex officio*, non-voting member unless they are otherwise appointed to this committee as a voting member.
- d. The Associate Dean for Research shall serve as an *ex officio*, non-voting member.
- e. The Associate Dean for Academic Affairs shall serve as an *ex officio*, non-voting member.
- f. The COS Director of IT shall serve as an *ex officio*, non-voting member.
- g. The Assistant Dean for Finance and Business Management shall serve as an *ex officio*, non-voting member.

#### ***5.4. Chair of the Information Technology Committee.***

The chair of the Information Technology Committee shall be elected at the last meeting of the spring semester from among its membership whose terms extend into the subsequent academic year. A chair may serve at most for two years. *Ex officio* members are not eligible to be chair. The chair shall preside over all meetings of the committee, and shall work with the director of IT to establish the agenda for the committee.

## **6. Committee on Diversity, Equity, and Inclusion**

### ***6.1 Assigned Administrative Officers:***

Assistant Dean for Academic Programs, Student Diversity and Engagement

Assistant Dean for Culture, Talent and Human Resources

### ***6.2 Purpose/Charge:***

The Committee on Diversity, Equity, and Inclusion for Faculty, Staff, and Students shall advise the dean on all matters to foster an inclusive, accessible, equitable, and diverse climate within the college community.

### ***6.3 Membership:***

- a. One faculty member and one staff member shall be selected from each academic department's diversity committee.
- b. One member shall be selected from staff in the dean's office (including the Machine Shop, Biological Resources Facility, College Research Office, College Academic Affairs Office, College Advancement Office, College Human Resources office, College Office of Finance and Business, College Information Technology office and WISE).
- c. One member shall be selected from the College Centers (The Science House, The State Climate Office, and the Bioinformatics).
- d. The president of the COS student council.
- e. The president of the COS society of multicultural scientists.
- f. One graduate student member shall be selected from one of the academic department's diversity committees.

### ***6.4 Chair of the Committee***

The chair of the Diversity, Equity and Inclusion Committee shall be elected at the last meeting of the spring semester from among the members whose terms extend into the subsequent academic year. A chair may serve for two years, at most. The chair shall preside over all meetings of the committee. The Assistant Dean for Academic Programs, Student Diversity and

Engagement and Assistant Dean for Culture, Talent and Human Resources will serve as *ex officio*, voting members.

## **7. Committee on International Programs**

### **8.1 Assigned Administrative Officers:**

Associate Dean as assigned by the Dean

### **8.2 Purpose/Charge:**

The Committee on International Programs shall advise the dean on all matters concerning international initiatives including student participation in study abroad and other international programs. The committee will work with NC State's Office of International Affairs to help COS faculty and staff in coordinating international activities as needed.

### **8.3 Membership:**

- a. One faculty member shall be selected from each of the six (6) departments of the college.
- b. The COS student council shall appoint a student representative.
- c. The COS representative to the university's International Operations Council shall serve as chair.
- d. The COS representative to the university's Committee on International Programs shall serve as co-Chair.
- e. The assigned Associate Dean shall be an *ex officio*, non-voting member.

## **B. Operational Committees**

Operational committees shall advise assigned senior administrative officers on issues of concern and coordinate specific distributed administrative functions.

Faculty who have been assigned specific administrative functions, such as the directors of graduate and undergraduate studies, and the directors of honors programs, shall constitute the voting membership of operational committees. Membership shall continue as long as the person remains in the designated faculty-administrative position.

Each operational committee shall annually elect a chair from among its members. *Ex officio non-voting* members are not eligible to be chair. A chair may serve at most for two successive years.

Operational committees shall meet at least once each semester (fall and spring). Operational committee meetings may be called by the chair of the committee or by the committee's assigned senior administrative officer. Operational committees shall provide to the dean an annual report (not to exceed three pages) summarizing the committee's activities during the academic year, prior to the end of the academic year.

## **1. Graduate Academic Advisory Committee**

### **1.1 Assigned Administrative Officer:**

Associate Dean responsible for Graduate Programs

### **1.2 Purpose/Charge:**

The Graduate Academic Advisory Committee shall advise the dean on all matters concerning the graduate academic programs in the college, including review and approval of all proposed curricular or course actions recommended by the departments, and review of graduate student recruiting practices, admissions criteria and procedures, etc.

### **1.3 Membership:**

- a. The director of graduate studies from each graduate program housed with a COS department.
- b. The director of graduate studies from each interdisciplinary/interdepartmental graduate program which has a significant COS membership, as determined by the Associate Dean for Research.
- c. COS representatives to the Graduate Administrative Board, if not already members of this COS committee, shall serve as *ex officio*, non-voting members.
- d. The Associate Dean responsible for graduate programs, non-voting member.

## **2. Undergraduate Academic Advisory Committee**

### **2.1 Assigned Administrative Officer:**

Associate Dean for Academic Affairs

### **2.2 Purpose/Charge:**

The Undergraduate Academic Advisory Committee shall advise the dean on all matters concerning the undergraduate academic programs in the college including review and approval of all proposed course or curricular actions recommended by the departments. The committee shall also provide leadership in reviewing and up-dating undergraduate curricula.

### **2.3 Membership:**

- a. The director of undergraduate studies for each COS undergraduate program.
- b. The director of the Life Sciences First Year Program.
- c. COS representatives to the University Courses and Curriculum Committee and the Council of Undergraduate Education, if not already members of this COS committee, shall serve as *ex officio*, non-voting members.
- d. The associate dean for academic affairs will be an *ex officio*, non-voting member.
- e. The assistant dean for academic programs, student diversity and engagement will be an *ex officio*, non-voting member.
- f. The director of undergraduate enrollment will be an *ex officio*, non-voting member.

## **3. Honors Program Committee**

### **3.1 Assigned Senior Administrative Officer:**

Associate Dean for Academic Affairs

### **3.2 Purpose/Charge:**

The Honors Committee shall work with all honors programs in the college and coordinate the activities of those programs. The committee shall serve in an advisory capacity to the dean on all matters concerning honors programs. The committee shall coordinate the COS involvement in the university honors program.

### **3.3 Membership:**

- a. The honors coordinator for each of the COS honors programs.
- b. The associate dean for academic affairs will be an *ex officio*, non-voting member.

## **4. Safety Committee**

### **3.1 Assigned Administrative Officer:**

Associate Dean of Research

### **3.2 Purpose/Charge:**

The Safety Committee shall advise the dean on all matters pertaining to health and safety in COS, and serve as the primary interface between COS and the University Safety Committee and the NCSU Office of Environmental Health and Safety. The committee shall also provide leadership in reviewing and up-dating safety policies and procedures for the college.

### **3.3 Membership:**

- a. The Safety Officer from each of the six COS departments.
- b. The Director of the Biological Resources Facility.
- c. The Associate Dean for Research will be an *ex officio*, non-voting member.

## **C. Committees Assigned a Specific Function**

Select standing committees are constituted to perform specific tasks as assigned by the university and/or the college. While the specific charge and membership of said committees may be defined by external rule or regulation, it is the intent of these bylaws to ensure that any committee assigned a specific function adhere to the principles governing the college articulated herein.

### **1. Reappointment, Promotion and Tenure Committee**

#### **1.1 Assigned Senior Administrative Officer:**

Dean

#### **1.2 Purpose/Charge:**

The College of Sciences Reappointment, Promotion and Tenure Committee (CRPTC) is defined by [Rule 05.67.706](#) and [Regulation 05.20.05](#).

## **VII. BYLAWS INTERPRETATION, REVIEW AND AMENDMENT**

**A.** These COS bylaws are intended to supplement and be in accord with the university policies, rules and regulations (<http://www.ncsu.edu/policies/index.php>).

**B.** These COS bylaws shall be reviewed by an *ad hoc* committee every five (5) years. The chair of the COS faculty and the chair of the COS staff shall request that each department head appoint a faculty representative and staff representative from their department, and the dean to appoint one representative from the COS staff to the *ad hoc* Bylaws Committee. The bylaws will be examined, after which the committee will report its activities, including proposed amendments to the faculty and staff.

**C.** Any member of the COS voting faculty or staff may propose amendment of these bylaws, either to the *ad hoc* Bylaws Committee, or at any regular meeting of the COS faculty or staff.

**D.** Whether proposed by the *ad hoc* Bylaws Committee or by a member of the COS faculty or staff, written notice of any proposed amendment(s) must be distributed to the COS faculty and staff at least ten (10) business days prior to the meeting during which the proposal is voted on for adoption or rejection. Said notice shall contain a copy of the proposed revisions and shall state the time and place of the meeting.

**E.** Amendment to these bylaws requires a favorable vote by two-thirds of the voting faculty and staff provided that at least a quorum of votes are cast (see **V.A.5**), and the above conditions of notice have been fulfilled.

## VIII. HISTORY OF BYLAWS

Month, yy 2019 . First ratified by the College of Sciences faculty. An *ad hoc* committee was created during the 2017-2018 academic year to draft initial by-laws for the College of Sciences. These were adapted from the College of Sciences' governance document first issued August 20, 2014 and revised November 6, 2014.