

**CONSTITUTION FOR  
THE COLLEGE OF LETTERS, ARTS, & SOCIAL SCIENCES  
EASTERN KENTUCKY UNIVERSITY**

**ADOPTED BY  
THE COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES**

*Approved August 31, 2016*

Approved:

*(Signed document in Dean's files)*

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Dr. Sara Zeigler, Dean

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Date

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## **I. PREAMBLE**

This constitution serves as the primary governance document for the College of Letters, Arts, & Social Sciences (CLASS) at Eastern Kentucky University. This constitution, at adoption, is consistent with the Eastern Kentucky University Faculty Handbook. Should there be a conflict between the CLASS Constitution and the Faculty Handbook, the language in the Faculty Handbook shall prevail.

## **II. THE FACULTY AND COLLEGE ASSEMBLY**

### **A. Membership of Faculty**

College of Letters, Arts, & Social Sciences faculty members holding full-time tenured or probationary positions at the ranks of professor, associate professor, or assistant professor shall be voting members of the faculty. All other persons with appointments as visiting professor, adjunct professor, faculty participating in the Retirement Transition Program (RTP), lecturer, and instructor shall enjoy the rights and privileges of membership in the College with the exception of voting.

### **B. College Assembly**

#### **1. Function**

The voting members of the faculty will constitute the College Assembly, which will serve as the governing body for the College of Letters, Arts, & Social Sciences. The College Assembly has the authority to ratify and amend the constitution, establish standing committees, and participate in the governance of the College of Letters, Arts, & Social Sciences through the procedures and practices set forth in this document.

#### **2. Meetings**

The College Assembly will meet at least once per year. Special meetings may be called by the Dean of the College of Letters, Arts, & Social Sciences. The College Assembly may also call a special meeting upon written request of 10 percent of the membership. The Dean or a member of the College Assembly designated by the Dean will preside over the meetings. A recorder and parliamentarian will be appointed by the Dean for a period of one year, with the possibility of reappointment. The recorder will record and distribute the minutes of the meetings within 14 days. Parliamentary procedures will follow the most recent edition of Robert's Rules of Order. The parliamentarian will provide counsel and advice to the Assembly on all matters of procedures and order.

#### **3. Agenda and Procedures**

The Dean will set, prepare, and distribute a business agenda to all faculty at least five (5) working days prior to the College Assembly meetings. The agenda will contain all proposals (including motions to amend this constitution), resolutions, and items submitted to the Dean, in writing, ten (10) working days prior to the College Assembly meetings. The written items must be submitted by a member of the College Assembly along with an endorsement of ten (10) members of said body. Faculty of the College who are not members of the College Assembly (see Sections IIA and IIB) may request a member of the Assembly to submit

agenda items on their behalf. All proposals and resolutions, either initiated or subsequently amended by motion from the floor, must receive a second hearing at subsequent meetings of the College Assembly before a final vote is taken.

A quorum is defined as twenty-five percent (25%) of the voting members of the College Assembly. Voting shall generally be by a show of hands. However, depending on the nature of the deliberations or the decision, some other recognized form preferred by a majority of the members voting may be used. All votes, except amendments to this constitution, shall be decided by a simple majority of members present and voting. Amendment of the constitution shall require a two-thirds majority of all members of the College Assembly present and voting.

### **III. ADMINISTRATIVE ORGANIZATION OF COLLEGE**

The organization of the College consists of the Dean's office and all units housed within the College.

#### **A. Organization of Dean's Office**

As outlined in the Faculty Handbook, the Dean is responsible to the Provost and Vice President for Academic Affairs for the administrative and academic leadership of the College, fulfilling the established purposes of the College, actively supporting the policies and procedures of the university, developing operational policies for the College, and participating in the development of new or modified university policies and procedures. Per the Faculty Handbook, the Dean will provide leadership in the areas of student academic services, faculty affairs, programs and courses, resources utilization, external relationship, and research.

The College of Letters, Arts, & Social Sciences has an Associate Dean, who assists the Dean in all matters related to College leadership, management, and administration.

The administrative structure of the Dean's Office is organized functionally by responsibilities for the Dean and the Associate Dean.

#### **1. Constitutional Duties of the Dean:**

- Serves as presiding officer of the College Assembly
- Represents the College and faculty to internal and external constituencies
- Chairs the College Strategic Planning and Budget Committee.
- Organizes materials and meetings for the College Promotion and Tenure Committee
- Makes College-level personnel and promotion and tenure decisions.
- Serves as the College Chief Financial Officer
- Coordinates development, advancement, and fundraising activities at College level
- Supervises all academic units within the College
- Appoints and evaluates department chairs (includes hiring and removal authority)

- Conducts departmental reviews
- Promotes, supports, and advocates for the College and its faculty

## **2. Constitutional Duties of the Associate Dean**

- Chairs the College Curriculum Committee, the Student Awards Work Group, and the Research and Faculty Development Committee
- Organizes materials and serves as recorder for the Promotion and Tenure Committee
- Represents the College on the Council on Academic Affairs
- Provides College-wide leadership for student recruitment, advising, and retention
- Serves on the University General Education Committee
- Monitors course scheduling and expenditures of part-time instructional budget
- Assists and represents the Dean as needed

## **B. Organization of Academic and Other Units**

### **1. Departments**

The College of Letters, Arts, & Social Sciences consists of the following academic units:

Department of Anthropology, Sociology & Social Work; Department of Art & Design; Department of Communication; Department of English & Theatre; Department of Languages, Cultures, & Humanities; Department of Government & Economics; Department of History; School of Music; Department of Philosophy & Religion; and Department of Psychology.

### **2. Other units**

The College includes the following interdisciplinary academic programs:

- African/African American Studies, Appalachian Studies, Applied Creative Thinking, Asian Studies, International Studies, Environmental Sustainability and Stewardship, Veterans Studies, Women & Gender Studies, Service Learning Program, and Education Abroad.

The College organization is subject to approval by the Board of Regents. Proposals to reorganize departments will be referred by the Dean of the College of Letters, Arts, & Social Sciences to the Provost and Vice President for Academic Affairs after initial consultation of all members of the units directly concerned. Such changes do not require the use of the process for amendment of this document, although this document should be updated periodically to reflect the changes.

This constitution will be updated as necessary whenever other units are created and placed under the purview of the College, or abolished, following established University procedures.

#### **IV. STANDING COMMITTEES**

##### **A. Eligibility and Composition**

Standing committees composed of faculty members from the College Assembly will be responsible for conducting the affairs of the College and representing faculty in governance issues. The standing committees shall include the Promotion and Tenure Committee, Curriculum Committee, Research and Faculty Development Committee, and Strategic Planning and Budget Committee.

Faculty members will select representatives from their departments to serve on standing committees and may select only one member and one alternate for each committee. Selected members and alternates will serve a term of three years, starting on the first day of the academic year (fall semester). Faculty may serve on only one committee at a time in an effort to ensure broad participation on standing committees. Faculty may serve as a regular member on one committee and an alternate on another committee at the same time. If a vacancy should occur, the position will be filled by the department's selected alternate for the remainder of the academic year. Should the alternate be on another standing committee, the alternate will serve on both committees for the remainder of the academic year, at which time a new member will be selected for the committee for which the alternate was needed.

CLASS committee members and alternates serving on committees in the College of Arts & Sciences for the academic year 2015-16 will serve out their original terms on the new CLASS committees.

Upon completion of a regular three-year term of service, a faculty member may not serve on the same committee for a period of three years, but remains eligible to serve on another standing committee. An alternate who filled a vacancy for the remainder of an academic year is eligible to be selected for that same committee as a regular member the following year, if he/she is not serving a regular term on another standing committee. Each standing committee will be chaired by the Dean or Associate Dean, as specified in the committee guidelines, who will serve as an ex-officio, non-voting member of the committee. Unless otherwise specified in the committee guidelines each committee will elect, by simple majority, a recorder for the purpose of taking and distributing meeting minutes. The Associate Dean will serve as the recorder for the Promotion and Tenure Committee.

Each committee will develop a mission statement and policy and procedures guidelines, which the committee will review on a regular basis. A quorum for conducting a meeting will be a simple majority of the committee members, unless specified otherwise. Following full participation, debate, and open discussion, all issues shall be decided by simple majority vote of all members present and voting.

It will be the responsibility of the chair and recorder to provide leadership, conduct meetings, and distribute the minutes of each meeting of the standing committees within

fourteen (14) working days of the meeting. Any matter that is addressed to the Faculty Assembly by a standing committee must be brought forward to the Faculty Assembly for review and discussion before action. Any recommended action must be placed upon the agenda of the Faculty Assembly at least ten (10) working days prior to the meeting. The acceptance of a recommendation or action will require a majority vote of those members of the Faculty Assembly attending a regular or special session.

All members of a standing committee have the responsibility to attend and participate in meetings. It is the responsibility of members to contact the committee chair in the event that they will not be able to attend a regular or special meeting. If a committee member is absent from three (3) consecutive meetings without notifying the chair and with reasonable cause, the seat will be declared vacant and filled by the department's selected alternate for the remainder of that academic year. The committee chair will report to the Dean when a seat is declared vacant or when a member resigns from the committee.

In addition to the standing committees, the Dean may establish limited duration Ad Hoc Committees/Workgroups as dictated by the needs of the College.

## **B. Promotion and Tenure Committee**

The function of the College Promotion and Tenure Committee will be to:

- a. Review promotion and tenure materials prepared by departments and addenda provided by the department chair and/or the candidate.
- b. Ensure that the departments have applied standards equitably and that approved criteria and procedures have been followed.
- c. Ensure that the promotion and tenure recommendations are consistent with the goals and needs of the College.
- d. Ensure that unsubstantiated information is not used as part of the decision process.
- e. Submit the committee's recommendations with appropriate documentation and required forms to the College Dean.

Membership, selection procedures, and eligibility requirements for the Committee are included in the College of Letters, Arts, and Social Sciences Guidelines for Promotion and Tenure <http://class.eku.edu/>. Membership on this committee requires that the faculty member be tenured and hold the rank of associate professor or professor. Only members holding the rank of professor may vote on applications for promotion to the rank of professor.

## **C. Curriculum Committee**

The function of the Curriculum Committee will be to:

- a. Receive, review, and act upon changes in undergraduate and graduate degree programs.

- b. Review and maintain academic standards for the College.
- c. Review and coordinate curriculum and degree requirement proposals from other Colleges that might affect programs in the College of Letters, Arts, & Social Sciences.
- d. Review and address other matters on curriculum referred to the committee by the Dean of the College of Letters, Arts, & Social Sciences.
- e. Establish procedures and regularly review processes for dealing with curricular matters at the departmental and College levels.

Membership, selection procedures, and eligibility requirements for the Committee are included in the College of Letters, Arts, & Social Sciences Policies and Procedures for the Curriculum Committee <http://class.eku.edu/>.

#### **D. Research and Faculty Development Committee**

The function of the Research and Faculty Development Committee will be to:

- a. Review and make recommendations on faculty proposals for development funds and professional travel.
- b. Review and make recommendations on faculty sabbatical leave applications.
- c. Advise the Dean on matters related to research, scholarship, and creative activities.
- d. Select recipients to receive Junior Faculty Summer Research Awards.
- e. Select two faculty members to receive awards for Excellence in Research and Creative Activities.

Membership, selection procedures, and eligibility requirements for the Committee are included in the College of Letters, Arts, & Social Sciences Policies and Procedures for the Research and Faculty Development Committee <http://class.eku.edu/>.

#### **E. Strategic Planning and Budget Committee**

The function of the Strategic Planning and Budget Committee will be to:

- a. Review the strategic plans from the departments (planning units).
- b. Assist the office of the Dean in preparing the College (planning group) strategic plan, including mission and vision statements.
- c. Regularly review the College of Letters, Arts, & Social Sciences constitution and, when appropriate, draft amendments for review and approval by the Faculty Assembly.
- d. Meet annually with the Dean to discuss matters related to the budget and/or budgetary policy.

- e. Review departmental governance documents.
- f. Advise the Dean on matters not specifically delegated to some other committee or work group.

Membership, selection procedures, and eligibility requirements for the Committee are included in the College of Letters, Arts, & Social Sciences Policies and Procedures for the Strategic Planning and Budget Committee <http://class.eku.edu/>.

## **V. WORK GROUPS**

In addition to the standing committees, there is a need for focused work groups that will convene intermittently to address specialized topics. In the event that these groups make recommendations for general policy affecting the Faculty Assembly, these recommendations will be brought forward to the Strategic Planning and Budget Committee for initial review and comment and then placed on the agenda for a regularly scheduled meeting of the Faculty Assembly, if deemed necessary.

The focused work groups for the College of Letters, Arts, & Social Sciences include Chairs Work Group/Council and Student Awards Work Groups. These workgroups and their initial membership are based on current practices. Each work group should be reviewed at least once every three (3) years to assure that it is continuing to support its stated mission and goals. Any proposals by members of the College Assembly that would result in changes in the mission or membership criteria of a work group, the abolition of an existing work group, or the establishment of a new work group must be submitted for consideration and approval by the Dean.

### **A. Chairs Council (Work Group)**

The function of the Chairs Council will be to:

- a. Provide advice and counsel to the Dean on matters relating to the staffing and administration of the College of Letters, Arts, & Social Sciences and its departments.
- b. Review College policies on budget, workload, promotion and tenure, and faculty hiring.
- c. Present faculty and departmental issues to the Dean.
- d. Communicate information from the Dean to the faculty.
- e. Assist the Dean in the implementation of University and College initiatives.

The Chairs Council will include the Chair of each department or designee if the Chair is absent. The Dean will serve as the presiding officer of the Council.

### **B. Student Awards Work Group**

The function of the Student Awards Work Group will be to:

- a. Select two students to receive an academic award for excellence.

- b. Select one student to receive the Dean's Merit Award.
- c. Select students for scholarships that are coordinated by the College of Letters, Arts, and Social Sciences <http://class.eku.edu/>.
- d. Review selection procedures and the criteria for selecting students to receive academic awards.

The Student Awards Work Group will be composed of two (2) members of the Faculty Assembly. These individuals will be appointed annually by the Associate Dean, who will chair the group. The two (2) Academic Administrative Specialists and an Academic Advisor from the College of Letters, Arts, & Social Sciences will complete the work group membership. For scholarships that require a specific selection-committee composition, the memorandum of agreement for that scholarship will be followed.

## **VI. COLLEGE REPRESENTATIVES FOR UNIVERSITY COMMITTEES**

For University-level committees requiring election of college representatives, CLASS departments will each nominate a faculty member for consideration. CLASS faculty will vote for a College representative to serve on the University committee. The candidate with the most votes shall be the member of the University committee and the runner-up shall be the alternate. Ties shall be broken by drawing lots.

## **VII. DEPARTMENTAL GOVERNANCE**

### **A. Department Chair Appointments and Responsibilities**

Upon recommendation by the Dean of the College of Letters, Arts, & Social Sciences, the Provost and Vice President for Academic Affairs, and the President of Eastern Kentucky University, the Board of Regents will approve Chair appointments. The Dean will consult with search committees prior to making appointment recommendations. A department chair shall be evaluated according to University policy on the Evaluation of Academic Administrators.

The duties of Department Chairs are defined in the "Roles and Responsibilities of Department Chairs" document maintained and promulgated by the Provost's Office.

Chairs will meet regularly with the Dean to discuss, plan, and implement actions to further the College and its faculty.

### **B. Review and Approval of Departmental Governance Documents**

Each department shall have a mission and vision statement and a governance document that have been approved by the faculty of that unit, reviewed by the College Strategic Planning and Budget Committee, and approved by the Dean of the College of Letters, Arts, & Social Sciences. These governance documents will be kept on file in the Dean's Office and will be regularly reviewed and updated at the departmental level at least once every five (5) years. The governance documents will set forth the operational structure, organizational procedures, and policies necessary to manage the department. The policies and guidelines shall be in keeping with the University and the College policies and shall assure faculty participation in departmental governance. Departmental governance documents will be consistent with the Eastern Kentucky

University Faculty Handbook, which will supersede them in matters not addressed therein.

### **C. Contents of Departmental Governance Document**

Items in the governance document will include, but will not be limited to the following:

#### **1. Department Chair**

- a. Administrative responsibilities and duties
- b. Selection procedures for chair
- c. Evaluation criteria and methods
- d. Budget accountability
- e. Authority to distribute resources
- f. Method and type of participation in decisions involving faculty hiring (full- and part-time), staff hiring, promotion and tenure, and annual faculty evaluations
- g. Method and type of participation in preparing course schedules, teaching assignments, and workloads
- h. Authority and methods of making administrative appointments

#### **2. Department Organization and Structure**

- a. Organization and governance of departmental subdivisions

#### **3. Personnel and Staffing**

- a. Faculty membership for purpose of voting
- b. Articulation of responsibilities for part-time, adjunct, and special-appointment faculty such as those holding joint appointments or completing RTP, including expectations for research, creative activity, and service
- c. Staff appointments and evaluation criteria and procedures
- d. Graduate student selection procedures and supervisory responsibility
- e. Selection, qualifications, and responsibilities of advisors

#### **4. Departmental Committee Organization**

- a. Mission and vision statements for each standing committee along with committee responsibilities. At a minimum, each department will have two standing committees, one addressing curriculum and instruction and the other addressing personnel actions such as annual evaluations, post-tenure review, and promotion and tenure.
- b. Selection procedures and eligibility criteria for each standing committee
- c. Review procedures for committees
- d. Selection of work groups for special purposes

## **5. Procedures**

- a. Annual evaluations and criteria
- b. Procedures for individual professional development plans
- c. Promotion and tenure and criteria including procedures for regular review of criteria
- d. Faculty grievances and grounds for grievances
- e. Student grievances and grade appeals
- f. Staff grievances
- g. Travel policy
- h. Procedures for the distribution of resources, including but not limited to capital equipment, travel, and development funds
- i. Faculty search committee membership selection and procedures

## **6. Department Meetings**

- a. Faculty meetings should be held on a regular basis and at least once each fall and spring semester.
- b. Procedures for calling a special meeting
- c. All faculty must have adequate notice of the meeting and agenda as well as the opportunity to place items on the agenda.

## **7. Governance Document Review and Revisions**

- a. To ensure proper department governance and to respond to the changing nature of the disciplines, the College, and the University, all governance documents will be reviewed at least every five (5) years.
- b. Procedure for amendment of governance documents

# **VIII. HIRING PROCEDURES**

## **A. Principles**

The hiring of tenured and tenure-track faculty is one of the most important decisions made in a university. Such decisions have important implications for the University, as well as effects on department and College viability, productivity, and vitality.

All searches should be conducted in a fair, open, and thorough manner, in accordance with the University's commitment to a respectful environment and its need to recruit and retain highly-qualified employees. For guidance on search procedures and/or search committee training, please contact the Dean's Office.

## **B. Size and Composition of Search Committee.**

All search committees for full-time tenured and tenure-track faculty will include a minimum of five (5) voting faculty from the College Assembly, and the membership will typically consist of a majority of faculty members from the hiring department. This number includes the search committee chair, who is selected following departmental

procedures. Under special circumstances, the Dean of the College of Letters, Arts, & Social Sciences may appoint the search committee chair from the College Assembly. Each search committee shall also include one voting member of the College Assembly from another department in the College of Letters, Arts, & Social Sciences. For lectureship and visiting professor positions, a minimum of three (3) voting members of the College Assembly is required to constitute a search committee. Lectureship and visiting professor search committees will not require a member from another department.

Recommendations for tenured and tenure-track faculty, lectureships, and visiting professor positions will be forwarded to the Dean's office.

### **C. Search Committee Procedures**

Each department will establish written procedures to include

- Composition and selection of search committee members, ensuring representation by rank and disciplinary speculation
- Selection of chair of search committee
- Drafting of position descriptions
- Publicizing position to ensure a diverse and qualified pool
- Evaluating resumes
- Planning and conducting interviews
- Final selection and recommendation on hiring. A copy of the departmental search procedures shall be on file in the Dean's Office

### **D. Role of Department Chair**

The department chair shall coordinate the search process, including requests for positions, online employment system (OES) postings, and other aspects of the search as needed.

### **E. Recommendation to Dean**

Following the completion of the on-campus interviews and other evaluation procedures (reference checks, etc.), the department chair and the search committee will meet to discuss the candidates and provide a listing of "acceptable" and "unacceptable" candidates along with a narrative of the relative strengths and weaknesses of each candidate to the Dean. If the search committee and chair are not in agreement, both sets of recommendations should be provided to the Dean. The Dean will discuss the recommendations with the Provost before authorizing an offer of employment that would include information on rank, salary, special considerations, and start-up funds.

### **F. Credential Guidelines for Hiring Qualified Full- and Part-time Faculty.**

All faculty hires should meet the minimum credential requirements, as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). In some cases faculty may have credentials other than those specified by SACSCOC that qualify them for hiring. In such cases complete documentation on those qualifications, special circumstances, and experiences must be on file in the departmental office

and approved by the Dean. For additional information on faculty qualifications, refer to EKU Policy 4.6.1P: Determining Qualifications for Faculty Teaching Credit-Bearing Courses (<http://policies.eku.edu/policies>).

## **IX. STUDENTS**

- Each department or program should encourage and support the participation of students in honor societies or other organizations that are appropriate to the discipline and which promote professional and personal growth and advancement.
- Each department will provide advising opportunities that ensure students receive timely and accurate information on course scheduling, degree completion and requirements, and career guidance.
- Students should also have the opportunity to participate in and contribute to departmental activities and governance. Such activities might include serving on departmental committees, attending faculty meetings, or acting as student ambassadors in departmental development efforts.

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Adopted: **August 31, 2016**