

APPENDIX D: ARTS AND SCIENCES

In this Appendix

Bylaws of the Faculty of Arts and Sciences	1
Bylaws of the Arts and Sciences Council	2
Procedures for Appointments, Reappointments, Promotions, and Tenure in the Arts and Sciences	8
Arts and Sciences Accelerated Sabbatical Policy	9

Bylaws of the Faculty of Arts and Sciences

As amended by the Faculty of Arts and Sciences, January, 2003

I. Membership

The Faculty of Arts and Sciences shall be composed of the president, the provost, the secretary, the dean of the faculty of Arts and Sciences (hereinafter, dean of faculty), the dean of Trinity College, and the members of the university faculty who are qualified to vote for the Academic Council and whose primary appointment is in a department or program of the faculty of Arts and Sciences. A representative of the Engineering Faculty Council shall be an ex officio member of the Council.

II. Meetings

The faculty of Arts and Sciences shall meet at the call of the dean of faculty or of the Executive Committee of the Arts and Sciences Council or of thirty members of the faculty of Arts and Sciences. The agenda shall be circulated at least five days in advance of the meeting. The chair of the Arts and Sciences Council shall preside.

III. Membership of Committees

Appointment to membership on committees authorized by the faculty of Arts and Sciences or by the Arts and Sciences Council shall be made by the dean of faculty or the dean of Trinity College upon nomination by the Executive Committee of the Arts and Sciences Council.

IV. Amendment of Bylaws

The bylaws of the faculty of Arts and Sciences may be amended by a majority vote of those present at a meeting, provided the text of the proposed amendment has been circulated to the members at least ten days in advance of the meeting.

Bylaws of the Arts and Sciences Council

*Approved by the Faculty of Arts and Sciences on April 13, 2006 and October 12, 2006,
with amendments on November 12, 2009, March 4, 2010, January 13, 2011,
April 14, 2011, and April 12, 2012*

I. Purposes

As a faculty elective body, the Arts and Sciences Council represents the faculty and advises the Dean of Arts and Sciences and other relevant administrators. The Council acts as a legislative body to approve the curriculum and academic regulations and policies for Trinity College undergraduates.

- A. **Advisory on Policies, Priorities, and Procedures:** The Arts and Sciences Council shall represent the faculty and advise the Dean of Arts and Sciences with respect to policies, priorities, and procedures concerning issues that come before the Dean including budget; faculty development and compensation; support and policy for faculty research; teaching, research and administrative facilities; organization of departments and units within the faculty; areas of interaction between graduate and undergraduate programs such as teaching assistantships, and instructional budgets and teacher training. The Council is not limited to these issues but may investigate and express its views on any other matters of particular concern to the Arts and Sciences faculty.
- B. **Advisory on Undergraduate Education:** The Arts and Sciences Council shall advise and assist the Dean of Arts & Sciences and the Dean of Undergraduate Education in all aspects of undergraduate education. The Council shall insist that the highest academic standards be imposed in all undergraduate programs. The Council shall adopt academic regulations and legislate on curricular programs that use resources of, or grant undergraduate credit in, Arts and Sciences; consider all other matters affecting the academic and residential life and the learning environment of students and make recommendations and adopt regulations where appropriate; recommend policies on admissions and financial aid to students; and develop appropriate means of encouraging and recognizing academic achievement of superior quality among students.

II. Composition of the Council and Procedures for Election to the Council

- A. **Membership:** The Arts and Sciences Council shall consist of a Chair and representatives of Arts and Sciences departments and programs that have regular rank faculty with primary appointments in that department or program. Each department or program shall have one member and one alternate, except for the three military departments which shall have one member and one alternate representing all of them. In addition, there shall be one representative and one alternate from each of the undergraduate majors housed outside Arts and Sciences departments and programs. Members of the Arts and Sciences Council shall be elected by the Faculty of Arts and Sciences departments and programs or faculty affiliated with undergraduate majors housed outside Arts and Sciences, as appropriate. For voting purposes, the Faculty of Arts and Sciences shall be composed of the members of the University faculty who are qualified to vote for the Academic Council and whose primary appointment is in a department or program of the Faculty of Arts and Sciences. Representatives from units outside Arts and Sciences shall vote on matters concerning general undergraduate education, but not those specific to Trinity College nor on faculty issues, as determined by ECASC. The Chair of the Arts and Sciences Council may hold a primary appointment in any Arts and Sciences department or program. The Dean of the Faculty of Arts and Sciences, the Dean of Trinity College, and a representative of the Engineering Faculty Council are ex-officio members of the Council.

- B. **Terms of Office:** The Chair and members of the Arts and Sciences Council shall serve three-year terms. The term of the Chair shall begin on May 15, and the terms of Members shall begin on August 1. Upon adoption of these bylaws, the first election for members will provide for staggered terms of office. After the first election all terms shall be for three years.
- C. **The Chair of the Arts and Sciences Council:** The Chair of the Arts and Sciences Council shall preside over all meetings of the Council. The Chair shall make appointments to the Standing and Ad Hoc Committees of the Council in accordance with the Bylaws. The Chair shall head the Executive Committee and preside over all of its meetings. The Chair, in consultation with the Executive Committee, shall set the agenda for Council meetings. The Chair, in consultation with the Executive Committee, shall oversee all activities of the Council and its Committees. The Chair shall be the formal representative of the Arts and Sciences Faculty on all occasions when such representation is required. If the Chair is absent or indisposed, a member of the Executive Committee shall preside over meetings of the Arts and Sciences Council.
- D. **Executive Secretary to the Council:** The Chair of the Council shall appoint an Executive Secretary to the Council from the Arts and Sciences Faculty, either active or retired. The Executive Secretary shall prepare the minutes of Council meetings and provide them to the Chair for review. The Executive Secretary or Council staff shall perform other duties such as distributing minutes, notices of Council meetings, and the agenda to the faculty at large in advance of such meetings. The Executive Secretary or Council staff shall assemble and preserve in good order all minutes and official records of the Council. The Executive Secretary shall have a stipend and other support as determined by the Dean of Arts and Sciences. The Secretary shall have no fixed term but shall serve at the pleasure of the Chair of the Council.
- E. **Election to the Council:** The Executive Committee shall administer elections for membership to the Council as follows: In early March, the Chair shall send a request for nominations to all Arts and Sciences Faculty instructing each faculty member to nominate two members of their primary department or program to stand for election. The two nominees, or in the case of a tie up to three nominees, who receive the most nominations within each department or program and who agree to serve will be placed on the final ballot for that department. If a department fails to respond adequately, the Council Chair, in consultation with the Executive Committee and Chair of the department, will seek additional nominations within the department. Before March 31, the faculty shall vote for one of the candidates from their primary department or program, and the candidate with the most votes will become a Council Member. The other candidate will serve as Alternate. Voting shall be by secret ballot either by mail or by electronic means. Votes shall be tallied promptly by the Executive Secretary or staff; results shall be reported to the faculty without delay.
- F. **Election to the Chairship:** The Chair of the Arts and Sciences Council shall be elected in an at-large election simultaneously with the election for ordinary Members of the Council. The Faculty of Arts and Sciences shall be presented with a slate of at least two faculty who have agreed to serve. The ballots shall provide for write-in candidates. The candidate with the highest vote shall win. Voting shall be by secret ballot either by mail or by electronic means. Votes shall be tallied by the Executive Secretary or staff; results shall be reported to the Council Chair who shall promptly notify the faculty of the result.
- G. **Vacancies:** Vacancies may occur in the event of an extended absence of an elected Member for academic leave or other reasons or by death, retirement or resignation from the University. When notified of either a temporary or permanent vacancy, the Chair shall appoint a replacement Member of Council. Replacement Members shall be appointed from the list of Alternate Members of Council (see below). Replacement Members shall serve either until the Member returns or until the next election.
- H. **Alternates:** Unelected nominees to membership in the Council from the last election shall be considered Alternate Members of Council. If no Alternate is available for a department or program, the Chair of the Council, in consultation with the Executive Committee and the Department Chair, shall appoint a new Member from the faculty of the Department to be represented.

III. Meetings of the Council

- A. **Scheduled Meetings:** The Arts and Sciences Council shall meet regularly once a month on the second Thursday of each full month of the academic year. The Chair may cancel regularly scheduled meetings for lack of business. The Council may also meet at other times upon the call of the Chair or upon the written request of five or more Members or by written request of twenty or more Arts and Sciences faculty.
- B. **Agenda:** The agenda fixed by the Executive Committee shall be transmitted by electronic means at least five days in advance of each meeting of the Council to all members of the Arts and Sciences faculty.
- C. **Minutes:** Minutes of each meeting shall be taken by the Executive Secretary of the Council and promptly distributed in draft form to the entire faculty by electronic means. Minutes may be corrected by Council Members when they are approved at the following meeting.
- D. **Voting Rights:** Members of the Council shall serve in person and only members can vote. Each elected member of the Council shall have one vote on issues before the Council in its meetings. Ex-officio members have no voting rights in the Council. Proxy votes are not permitted. The Chair shall not vote except in the case of a tie vote.
- E. **Rules of Procedure:** The Council shall follow the rules set out in Robert's Rules of Order.
- F. **Quorum:** One half of the elected Members of the Council must be present to constitute a quorum.
- G. **Absenteeism:** The Chair, acting with the advice of the Executive Committee, may ask any Member to resign if he or she is absent without cause from an excessive number of Council meetings. The resulting vacancy will be filled by an Alternate Member of Council as specified in the bylaws.
- H. **Open Meetings:** Council meetings are open to all interested members of the University community and to the public. At the discretion of the Chair, non-Council members may be recognized to speak. The Chair may at any time declare a closed executive session for discussion of personnel or other sensitive matters.
- I. **Parliamentarian:** The Chair shall appoint one Member to serve as Parliamentarian who is conversant with the Council Bylaws and Robert's Rules of Order. The Parliamentarian shall advise the Chair on proper procedures for meetings and rule on contested points of order.
- J. **Meetings of the Arts and Sciences Faculty:** The Chair and the Executive Committee may call a meeting of the entire Arts and Sciences Faculty at any time. The agenda for the meeting must be distributed to all faculty at least ten days in advance of the meeting.

IV. The Executive Committee of the Council

- A. **Composition:** The Executive Committee shall consist of eight persons: the Chair, two Members from each academic division who are also Members of the Council, and ex officio the Dean of Arts and Sciences. Each spring the outgoing Executive Committee, in consultation with the newly elected Chair, shall prepare two slates of two Council members each who are drawn from the membership of the newly elected Council, taking care to assure a reasonable balance among the three curricular divisions of Humanities, Social Sciences, and Natural Sciences as Members rotate off the Executive Committee. These slates shall be submitted to the membership of the Council in advance of the final meeting of the academic year. Additional nominations may be received from the floor at that meeting, provided they have indicated their willingness to serve. At the final meeting, the Council shall elect one from each pair or set of names by secret ballot.
- B. **Function:** The Executive Committee shall advise the Chair in all matters pertinent to the work of the Council. The Executive Committee shall set the agenda for each meeting of the Council. The Executive Committee shall serve as the Committee on Committees and must approve all appointments to Standing and Ad Hoc committees of the Council.
- C. **Meetings:** The Executive Committee shall meet at the call of the Chair.

V. Changes to Bylaws

These Bylaws may be amended by a two-thirds vote of those Members present at a meeting of the Arts and Sciences Council. Notice of a proposed change in the bylaws must be circulated to the Members and to all Faculty in Arts and Sciences at least two weeks in advance of a meeting.

VI. Duties of Members and Standing Committees

- A. **Committee Portfolios:** The Chair shall assign a portfolio of committee responsibilities to each Member of the Executive Committee each year. Each Member shall be an ex officio, non-voting member of one or more Standing or Ad Hoc committees of the Council as designated by the Chair. Each Member shall ensure that there is a stable reporting relationship between the Standing or Ad Hoc committee and the Council and shall act as a liaison between the committees to which he or she has been assigned and the Council.
- B. **Standing Committees:** The Chair in consultation with the Executive Committee shall appoint the Chairs and all faculty members to all Standing Committees of the Council except for the Committees on Information Technology, Courses, Curriculum and Global Education for Undergraduates. The Dean of Arts and Sciences shall appoint the chairs and members of the latter four committees from a list of nominees submitted by the Chair of the Council. The Chair, Executive Committee and Council are charged with actively monitoring the activities of the standing committees. Members of all Standing Committees shall be appointed for three year terms. The duties and membership of the various Standing Committees shall be as follows:
1. **Technology Advisory Committee:** The Technology Advisory Committee shall support the academic mission of Arts and Sciences and Trinity College through the appropriate use of information technology. Toward this end, the Technology Advisory Committee will: advise the Arts and Sciences Council and senior leadership regarding policies, procedures, standards, and other issues pertaining to academic computing, multimedia, instructional technology, and information technology in general; formulate and evaluate priorities and strategies for information technology development; act as a forum for comments, suggestions, and concerns regarding information technology from the Arts and Sciences faculty and student body; represent Arts and Sciences on university-wide computing issues; and report annually to the Arts and Sciences Council and Duke's Information Technology Advisory Committee (ITAC) on the status of information technology in Arts and Sciences and progress toward goals and objectives.
The Membership: The Technology Advisory Committee will consist of faculty representatives from each division (Humanities, Social Sciences, and Natural Sciences) with no fewer than two from each, and each serving a three-year staggered term; one undergraduate student; one graduate student; one representative from the Center for Instructional Technology; two representatives from institutes or centers; and two ex officio representatives, one appointed by the Dean of the Faculty of Arts and Sciences the other appointed by the Chair of the Arts and Sciences Council. Members may serve multiple roles.
 2. **Committee on Faculty Research:** The Committee on Faculty Research has two responsibilities: a) It shall administer funds made available to the Committee each year by the Dean of the Faculty of Arts and Sciences, and the Committee will allocate these funds by awarding grants for research, for conferences hosted at Duke University, and for conference travel expenses incurred by members of the faculty of Arts and Sciences, and b) it shall address larger issues of research that are important for Arts and Sciences faculty.
 3. **The Committee on Courses:** The Committee on Courses shall insist on the highest academic standards in both undergraduate and graduate courses offered by the Faculty of Arts and Sciences. The Committee shall approve or disapprove new courses, including house courses. The Committee shall ensure proper and appropriate academic credit, classification and labeling of all courses in accordance with the stipulations of the current curriculum. Membership: The Committee on Courses shall consist of seven members: a Chair appointed from the Arts and Sciences faculty at large; one faculty representative from each division (Humanities, Social Sciences, and Natural Sciences); one undergraduate student nominated by

Duke Student Government; ex officio a representative from the Dean of Trinity College; and ex officio, a Member of the Executive Committee.

4. **The Committee on Curriculum:** The Committee on Curriculum shall address general issues associated with the curriculum as described in the Undergraduate Bulletin to ensure that the Bulletin accurately represents what Departments and programs offer and that those offerings are in keeping with the policies established by the Arts and Sciences Council; address proposals for new majors, minors, and programs; review proposals by Departments to change their majors; and determine scheduling and implementation of necessary program reviews. Membership: The Committee on Curriculum shall consist of eleven members: a Chair appointed from the Arts and Sciences; two faculty representatives from each division (Humanities, Social Sciences, and Natural Sciences); one undergraduate student nominated by Duke Student Government; ex officio a representative from the Dean of Trinity College; ex officio a representative from the Registrar's Office; and ex officio a Member of the Executive Committee.
5. **The Committee on Officer Education:** The Committee on Officer Education shall review the credentials of candidates for appointment in the three military departments and make recommendations to the Dean of Arts and Sciences. The Committee shall periodically review the curriculum of the ROTC programs and report the results of that review to the Council. Membership: The Committee on Officer Education shall consist of eight members: a Chair appointed from the faculty of Arts and Sciences at large; one faculty representative from the faculty of Arts and Sciences; one faculty representative from each of the ROTC faculties (Army, Navy and Air Force); one faculty member from the Pratt School of Engineering; ex officio a representative from the Dean of Arts and Sciences; and ex officio a Member of the Executive Committee.
6. **The Committee on Program II:** The Committee on Program II shall study and make appropriate recommendations to the Dean of Trinity College and to the Council with respect to Program II and its relationship to the broader curriculum. The Committee shall admit students to Program II and approve their programs and any later modification thereof. Membership: The Committee on Program II shall consist of seven members: a Chair appointed from the faculty of Arts and Sciences at large; one faculty representative from each division (Humanities, Social Sciences, and Natural Sciences); one undergraduate student nominated by Duke Student Government; ex officio a representative of the Dean of Trinity College; and ex officio a Member of the Executive Committee.
7. **Committee on Global Education for Undergraduates:** The Committee on Global Education for Undergraduates shall recommend to the Dean of Trinity College and to the Council appropriate regulations for study abroad and foreign academic exchange programs. The Committee shall recommend guidelines for determining transfer credit to Duke for academic work done abroad. It shall approve academic changes (deletions, revisions, and additions) in study abroad programs that have been previously endorsed by Duke. It shall recommend new Duke-sponsored study abroad programs to the Dean of the College following a careful review of detailed proposals. It shall review periodically all Duke-sponsored and approved programs overseen by the Global Education Office for study abroad in terms of changing educational and academic needs at Duke. Membership: The Committee on Global Education for Undergraduates shall consist of eleven members: a Chair appointed from the faculty of Arts and Sciences at large; one faculty representative from one of the foreign language departments; one faculty member from each Division (Humanities, Social Sciences and Natural Sciences); one faculty member from the Pratt School of Engineering; one undergraduate student nominated by Duke Student Government, ex officio the Director of the Office of Global Education for Undergraduates; ex officio one representative appointed by the Dean of Trinity College; ex officio one representative appointed by the Vice Provost for International Affairs; and ex officio a Member of the Executive Committee.
8. **Committee on Undergraduate Teaching, Academic Standards and Honors:** The Committee on Undergraduate Teaching, Academic Standards and Honors shall concern itself

with the enhancement of the teaching of undergraduates in Trinity College, with the enforcement of the highest academic standards in undergraduate teaching, and with the establishment and review of the standards for academic honors. The Committee shall administer the annual teaching awards program, acting as a review committee to select teaching award winners from among the various nominees. The Committee shall also recommend requirements and review standards for the awarding of academic honors and graduation with distinction approve distinction programs from individual academic units administer undergraduate honors convocations, and concern itself overall with the means of recognizing and encouraging academic excellence.

Membership: The Committee on Undergraduate Teaching shall consist of ten members: a Chair appointed from the faculty of Arts and Sciences at large; one faculty representative from each division (Humanities, Social Sciences, and Natural Sciences); one graduate student nominated by the Graduate and Professional Students Council; one undergraduate student nominated by Duke Student Government; ex officio a representative from the Dean of Trinity College; ex officio the Director of the Center for Teaching, Learning and Writing; ex officio the Director of Focus Programs; and one ex officio Member of the Executive Committee.

9. **Committee on Faculty-Student Interaction:** The Committee on Faculty-Student Interaction shall concern itself with enhancing advising and other faculty encounters with undergraduate students outside the formal classroom setting. The Committee shall work closely with the Committee on Undergraduate Teaching. The Committee shall have monitoring responsibilities for Pre-Major Advising and upper-class advising, for the House Course program, for the Faculty in Residence Program, and for the Faculty Associates Program.

Membership: The Committee on Faculty-Student Interaction shall consist of eight members: a Chair appointed from the faculty of Arts and Sciences at large; one faculty representative from each Arts and Sciences division (Humanities, Social Sciences, and Natural Sciences); one faculty representative from the Pratt School of Engineering; one undergraduate student nominated by Duke Student Government; ex officio one representative appointed by the Dean of Trinity College; ex officio one representative appointed by the Vice-President for Student Affairs; ex officio the Director of the Center for Teaching, Learning and Writing; and ex officio a Member of the Executive Committee.

10. **Committee on Assessment:** The Committee on Assessment shall advise the Dean of Academic Affairs of Trinity College on matters of assessment in Trinity College of Arts and Sciences, including department and program assessment activities. The Committee shall provide resources based on best assessment practices and experience at relevant institutions; communicate expectations for assessment activities and promote the integration of assessment in department strategic planning; review assessment plans; provide feedback concerning the overall quality, strengths, and suggestions for improvement. The Committee shall provide an annual report to the Arts and Sciences Council and/or its Executive Committee as determined by the Chair of the Arts and Sciences Council.

Membership: A faculty chair and one faculty representatives from each division (Humanities, Social Sciences, and Natural Sciences) appointed by the Chair of the Arts and Sciences Council; one faculty representative from each division appointed by the Dean of Academic Affairs of Trinity College; three ex officio representative from the Arts and Sciences Offices of Assessment, Curriculum, and Academic Planning appointed by the Dean of Academic Affairs of Trinity College; ex officio the Dean Academic Affairs of Trinity College. The term of each appointee is three years.

Procedures for Appointments, Reappointments, Promotions, and Tenure in the Arts and Sciences

Procedures governing appointments, reappointments, promotions, and tenure are available in [Chapter 3](#) of the Faculty Handbook. In addition, review procedures and a description of materials required for dossiers are available on the Faculty Affairs website: <http://www.facultyaffairs.provost.duke.edu/index.html>. For more detailed information regarding procedures in Arts and Sciences, see the handbook at <http://trinity.duke.edu/faculty-affairs/apt-handbook>.

Arts and Sciences Accelerated Sabbatical Policy

Only tenured Arts & Sciences faculty are eligible. Please provide evidence to your chair of having met the following three criteria below. Chairs are responsible for certifying that faculty have met all criteria.

Criterion I

Applicants must outline an intellectual program demonstrating specific, effective and timely use of the leave to advance their scholarship.

Criterion II

Since the last sabbatical leave, the applicant has:

- A. taught both undergraduates and graduates (in PhD granting departments);
- B. provided evidence of high-quality teaching; and
- C. **taught at least 10 undergraduate courses**, with appropriate enrollments of at least six students.
 - This may include graduate courses with more than five undergraduates enrolled.
 - Any class with more than 100 students may count as “two courses” towards the 10 course threshold. This bonus may be invoked no more than three times in any pre-sabbatical period.
 - Course equivalence for supervision of independent study: a minimum of six such supervisions may count as one course towards acceleration (6:1). Departments may maintain higher thresholds if they wish.
 - Course equivalence for thesis supervision: a minimum of six undergraduate theses supervisions may count as one course towards acceleration (6:1); a minimum of four graduate dissertation supervisions may count as one course towards acceleration (4:1). In both cases, theses may be counted only once between sabbatical leaves.
 - Directors of Undergraduate Studies and Directors of Graduate Studies who receive course relief for their service may count that relief as a course towards acceleration, to a maximum of two course credits between sabbatical leaves.

Criterion III

Since the last sabbatical leave, the individual has performed significant, measurable service beyond the classroom and beyond the minimum. Departments may institute quantitative metrics to assess this criterion. Assessment will rest with department chairs.

Please note these additional points:

- Faculty may begin accruing eligibility since their last sabbatical.
- Faculty who are eligible to apply for a traditional sabbatical **must** do so before applying for an accelerated leave.
- Faculty applying for a traditional sabbatical shall be given preference over faculty applying for accelerated leave.
- Traditional and accelerated sabbaticals may not be combined.
- Four complete years of full time residency must separate sabbatical leaves.
- Chairs are responsible for ensuring that no more than 25% of their department faculty are granted leave during any semester.

The criteria and implementation of this policy will be reviewed three years after its inception.

November 13, 2008