

Faculty Council Procedures

Approved by COS Faculty Council (FC) vote on 05.17.2024

Revised on 04.08.2025 – approved by FC vote on 4.16.2025

I. Membership

The Council will consist of up to 21 faculty members distributed as detailed below.

Fourteen departmental representatives, one from each of the 14 academic units of the college. These representatives may be faculty of any rank on any track (tenure track, continuing status track, or career track). The representative should not be the department head.

Up to five career track representatives, one from each of the College's major fields of study

- **Life Sciences:** Chemistry and Biochemistry; Ecology and Evolutionary Biology; Molecular and Cellular Biology
- **Earth Sciences:** Geosciences; Hydrology and Atmospheric Sciences; Laboratory of Tree Ring Research
- **Physics and Space Sciences:** Physics; Astronomy and Steward Observatory; Planetary Sciences and Lunar and Planetary Laboratory
- **Mathematics and Computational Sciences:** Mathematics; Computer Science
- **Neural, Cognitive, and Behavioral Sciences:** Psychology; Speech Language, and Hearing Sciences; Neuroscience

Up to two continuing status track faculty representatives:

- One from Steward Observatory
- One of the other units with continuing status track faculty (currently Mathematics, Molecular and Cellular Biology, and Neuroscience/Cognitive Science).

The assembly of the Faculty Council, especially the number of representatives in the various categories, was developed in view of the current distribution of faculty in the College. The composition of the Faculty Council may be revisited if and when the composition of the College's faculty changes significantly.

II. Elections

Elections for representatives will occur in March for terms to begin the following August.

Departmental representatives will be elected by each department's faculty. Candidates can self-nominate or agree to be nominated by a colleague. Faculty on any track (Career track, Tenure track, Continuing Status track) with a 0.5 FTE or greater, regardless of length of service, are eligible to vote for and serve as a departmental representative. Each department can follow their typical voting procedure.

The career track representative in a given area of study will be elected by a vote of the career track faculty in that area (0.5 FTE or greater, regardless of length of service). Candidates can self-nominate or agree to be nominated by a colleague and submit statements of interest. The statements will be made available to the voters through a listserv of eligible members of that area. College of Science staff will organize the election.

Candidates for one continuing status track member from Steward Observatory and one continuing track member from one of the other units with continuing status track faculty (currently Mathematics, Molecular and Cellular Biology, and Neuroscience/Cognitive Science) will self-nominate or agree to be nominated by a colleague, and will submit statements of interest. The statements will be made available to the voters through a listserv of eligible members in that area. Both continuing status track members will be elected by the continuing status track faculty in the College of Science. College of Science staff will organize the election. If there are no available continuing status faculty in Math, MCB, or Neuroscience/Cognitive Science, the continuing status track representation on the committee will consist of only the one member from Steward Observatory.

III. Terms

Each representative will serve a two-year term, with approximately half of the committee rotating off each year. The exception is the first elected Council, where approximately half of the members will continue for a third year.

Representatives are limited to two consecutive terms, in any capacity, and may be re-elected after at least one year off.

A representative who is not able to complete their term should notify the Faculty Council chair as soon as possible so that their seat may be filled in a timely fashion following these procedures:

- If a representative does not complete their term, their seat on the Faculty Council will be filled within 60 calendar days using the same procedure described above and by the same body that voted previously (i.e., department, major field of study, or continuing status group)

- If the member leaving the FC is in their second year of the term and has less than one semester to go, they need not be replaced until the next scheduled election unless the department or unit the member represents decides to hold an election to fill the remainder of the term

IV. Standing committees

There will be a standing committee on Community Building and Belonging. The charge and composition will be determined annually by the FC and committee.

V. Subcommittee procedures

Subcommittees focused on a wide range of possible topics may be formed or dissolved at the discretion of the Chair and Vice Chair. However, it is strongly encouraged that FC representatives are consulted and vote on such decisions.

Subcommittees will typically consist of a small group of members (2-5) with a chair, who should be elected/approved by other members of the subcommittee. Discretion to run subcommittees with co-leadership arrangements is also possible, assuming approval of the FC Chair, Vice chair and the subcommittee members.

Subcommittee members are encouraged to come to agreement on ideas/documents they wish to present to the broader Faculty Council. In the event this is not possible, the subcommittee chair(s) reserves the right to present ideas/documents to the full Faculty Council anyway, to facilitate their discussion, refinement or termination.

VI. Chair and Vice Chair

The council will select one of its members to serve as chair and another to serve as vice chair.

Election:

- The election for chair and vice chair will take place in April for the following year
- Only returning members are eligible to be chair or vice chair (so, members entering their second, third, or fourth consecutive year on council)
- The chair and vice chair are limited to two continuous terms and may be re-elected after at least one year off

Responsibilities:

- Serve as liaison between dean and FC
- Consult with the full Faculty Council and dean to set the agenda for the year

- Convene subcommittees or task forces as needed
- Schedule at least four meetings per semester, setting agendas for meetings
 - Request brief reports from committee chairs before each meeting
 - Send the agenda to the FC at least 2 days before each meeting

VII. Voting

Official Recommendations and Changing Faculty Council Procedures

All members of the FC have an equal vote. Official recommendations to the dean or changing this document ("Faculty Council Procedures") require approval by a simple majority of the current sitting FC members.

Procedures

- All materials with information relevant to the vote will be available for Faculty Council members to review before they vote
- At least 2/3 of the sitting members must vote or abstain or the vote will not be considered valid
- Voting will be outside of meetings so that members not able to attend a meeting are still able to vote
- Voting will be anonymous

Other Matters before the Faculty Council

Voice votes of members present for a particular meeting are acceptable for other questions, at the discretion of the chair and vice chair and provided that no person present at that meeting objects. Examples include assigning responsibilities to FC members, deferring an agenda item, and other procedural votes.

If any FC member requests a vote using an anonymous and asynchronous method, that request will be granted.