

School of Social Sciences, Humanities and Arts
Faculty Bylaws
(Revised December 2017)

A. FUNCTIONS

1. The Faculty of the School of Social Sciences, Humanities and Arts shall conduct the government of the School of Social Sciences, Humanities and Arts, subject to the following limitations:
 - a. The Faculty is a Committee of the Merced Division of the Academic Senate, is responsible to the Division, and may from time to time be instructed by the Division.
 - b. Graduate study and higher degrees are subject to the rules and coordinating powers of the Graduate and Research Council.

B. MEMBERSHIP

1. The Faculty of the School of Social Sciences, Humanities and Arts shall consist of those members of the Academic Senate designated in the Merced Division Bylaws, Part III.2.

C. OFFICERS

1. The Chair of the Faculty will be elected annually from among the voting members. The election shall take place within the last three weeks of instruction of the Spring semester with the start of the Chair's term beginning on the first day of the Fall semester. A partial term counts as a full term.
2. The Chair shall be elected by the following process:
 - a. Not fewer than 30 calendar days prior to the election, the School's Administrative Staff member supporting the Executive Committee (ASEC) must mail to each voting member of the Faculty a Notice of the Election.
 - b. Nominating Petitions must be filed with the ASEC within 14 calendar days following mailing of the Notice of Election. A Nominating Petition must be signed by 3 voting members of the Faculty. The nominee must certify willingness to serve if elected.
3. At least 14 calendar days before the Election, the ASEC must provide to each voter, either by mail or electronically, a list of all nominees. The list of nominees must be accompanied by a ballot listing the nominees alphabetically. In the case of mail ballots, each voter must receive a plain envelope in which to enclose the marked ballot, and a further envelope addressed to the ASEC to be used for return of the sealed ballot. The envelope addressed to the ASEC must have a space for the signature of the voter. For electronic voting, the

ASEC must utilize a system that verifies each voter's identity and maintains security. Each voter must be provided access to this system at least 14 calendar days before the Election. A voter must be notified that:

- a. All ballots must be returned to the ASEC no later than the date of the election;
 - b. A ballot is invalid if more names are marked than there are vacancies to be filled or, in the case of mail ballots, if the ballot lacks the signature of the voter in the space provided on the return envelope;
 - c. A voter who spoils a paper ballot may, by tearing it across once and returning it to the ASEC, obtain another.
 - d. Throughout these Bylaws the term "mail ballot" shall denote either a mail or an electronic ballot and the term "mail" shall denote either postal or electronic mail.
4. Candidates receiving the most votes are to be declared elected. In the event of a tie, the winner will be chosen by random coin-toss.
- a. The Chair is elected to a two-year term. Terms begin on the first day of the Fall semester. Terms end two years from the start of term, on the day before the first day of Fall semester.
 - b. There is no limit to the number of terms a Chair may be elected to serve.
 - c. In case there is only one candidate nominated for the position of Chair at the conclusion of the nomination period, the election by ballot shall be omitted and the sole candidate shall be declared elected.
 - d. If the position of Chair becomes vacant prior to completion of the elected term, the Executive Committee shall appoint a replacement to serve the unexpired part of the term. In filling a vacancy, the Committee is instructed to give consideration to nominees not elected but receiving the highest vote in the immediately preceding election. The ultimate Committee composition must be consistent with the details outlined in Section D.1.a below (i.e. the appropriate number of representatives from each SSHA unit in addition to the Chair).
5. Duties of the Chair include:
- a. Representing the Faculty in all appropriate aspects of the School;
 - b. Advising the Dean in the administration of the School;
 - c. Establishing and maintaining liaison with other Faculties of the Merced Division;

- d. Initiating the election of new officers within 30 days of the last day of instruction of the Spring semester and charging the School's ASEC to conduct the election in accordance with the bylaws;
- e. Serving ex officio to the Curriculum Committee;
- f. Calling for votes by faculty on matters of bylaws and curricula.

D. COMMITTEES

1. Executive Committee

- a. This Committee consists of the Dean of the School, nonvoting and ex officio, the elected Chair of the Faculty (voting), one elected member from each Academic Unit¹ within the School (voting), and an untenured faculty elected by the untenured faculty members of the Faculty (voting). In addition, any Academic Unit that has at least twice as many faculty as the mean of all Academic Units in the school will receive an additional representative on the committee. The election of the untenured faculty member shall take place at the same time and in the same manner as the election for the Chair of the Faculty; the election of the member of each Academic unit shall take place at the same time as the other elections, but in a manner consistent with each Academic unit's voting procedures. The Chair of the Faculty shall serve as the Chair of the Executive Committee. The voting members of the Executive Committee shall choose their own vice chair.
- b. Academic units will nominate and elect their representatives in accordance with their own bylaws and in alignment with the bylaws of SSHA. Elections should be completed before the end of the Spring semester. The names of the chosen representative(s) should be submitted to the ASEC before end of term, Spring semester.
- c. Terms begin on the first day of the Fall semester. Terms end two years from the start of term, on the day before the first day of Fall semester.
- d. There is no limit to the number of terms an individual may serve.
- e. If a committee member cannot complete his/her term, the unit should repeat their nomination/election procedures to identify a replacement. The replacement serves until the end of the term of the originally elected representative.
- f. Faculty not formally appointed to the Committee can request to meet with the Committee by contacting the Faculty Chair. Visitors can comment on matters before the Committee, but cannot vote.
- g. Members of the Committee can have a substitute representative or proxy in their

place with advanced notification of the Faculty Chair. Proxies may vote as a standing representative upon the majority agreement of the regular Committee members.

- h. The Executive Committee represents the SSHA faculty in its role as a Committee of the Academic Senate. Its duties are as follows:
 - Provide general oversight of the academic programs in the School and bring before the Faculty of the School any recommendations that the Faculty Executive Committee may deem advisable.
 - Serve as an advisory body on matters concerning the welfare of students in the School.
 - Review and propose for faculty vote changes to School regulations.
 - Consult with concerned faculty members and members of the administration and make recommendations to the Dean based on established Senate policies about the School's allocation of educational resources, academic priorities, and planning and budget issues.
 - Represents the faculty in consultation with other Senate Committees.

2. Curriculum Committee

- a. The number of Curriculum Committee members will be determined by the number of Academic Units within the School plus two. The Dean (or the Dean's designate) and the Chair of the Faculty shall be ex officio, non-voting members. The Committee shall be comprised of one elected member from each Academic Unit^{II} within the School (voting). In addition, any Academic Unit that has at least twice as many faculty as the mean of all Academic Units in the school will receive an additional representative on the committee. The voting members of the Committee shall choose their own committee chair and vice chair among the committee's voting membership.
- b. Academic units will nominate and elect their representatives in accordance with their own bylaws and in alignment with the bylaws of SSHA. Elections should be completed before the end of the Spring semester. The names of the chosen representative(s) should be submitted to the ASEC before end of term, Spring semester.
- c. Terms begin on the first day of the Fall semester. Terms end one year from the start of term, on the day before the first day of Fall semester. Note that the term for Curriculum Committee is a *minimum* of one year, with two years recommended for continuity.

- d. There is no limit to the number of terms an individual may serve.
- e. If a committee member cannot complete his/her term, the unit should repeat their nomination/election procedures to identify a replacement. The replacement serves until the end of the term of the originally elected representative.
- f. Faculty not formally appointed to the Committee can request to meet with the Committee by contacting the Curriculum Committee Chair. Visitors can comment on matters before the Committee, but cannot vote.
- g. Members of the Committee can have a substitute representative or proxy in their place with advanced notification of the Curriculum Committee Chair. Proxies may vote as a stand-in representative upon the majority agreement of the regular Committee members.
- h. The Committee shall review and approve or disapprove requests for new courses or changes in existing courses that have been approved by a majority of faculty in the relevant Academic Unit. The Committee shall transmit to the Dean those approved for submission to the Merced Division's Undergraduate Council. The Committee may, by majority vote, abdicate its delegated authority to approve one or more specific courses to the Faculty.
- i. The Committee shall be charged with the examination of existing and proposed SSHA curricula (e.g., majors, minors, general education requirements). The results of such study and proposals from the Academic Unit or other faculty groups within SSHA regarding changes in curricula, as well as any other proposed changes in School requirements for undergraduate degrees, shall be submitted with recommendations to the SSHA Faculty for final action. In consultation with the faculty chair, the ASEC shall designate a proxy to administer the vote on behalf of the faculty chair.
- j. The Committee shall advise the Dean on matters pertaining to relations with community colleges.

E. MEETINGS

1. The Faculty shall meet at such times as it may determine or at the call of the Chair. Upon the written request of seven voting members, a special meeting must be called by the Chair or, in his or her absence or disability, by the Vice Chair of the Executive Committee. The call to all meetings must be sent to all members of the School faculty at least five days of instruction prior to the meeting.
2. The Chair of the Faculty is authorized to call informal meetings of the Faculty for the purpose of presentation or discussion of matters of interest to the Faculty or a large group thereof.

F. QUORUM

1. For both the Curriculum and Executive Committees, at least forty percent of all voting members shall constitute a quorum.

G. VOTING REQUIREMENTS

1. Bylaws

- a. The foregoing Bylaws may be added to, amended or repealed at any regular or special meeting by a two-thirds vote of all the voting members present, provided that written notice of amendment shall have been sent to each member of the Faculty at least five days of instruction previous to the meeting at which the amendment is to be moved. Abstentions will not count in calculation of the two-thirds majority required. No amendment shall be made that is inconsistent with legislation of the Academic Senate or the Merced Division of the Academic Senate.
- b. The faculty vote on the foregoing Bylaws can be conducted using an anonymous electronic mail ballot. Such votes will be conducted by the ASEC (see section C.3.d above).
- c. In the case of an electronic vote, not fewer than 14 calendar days prior to the vote, the ASEC must mail to each voting member all relevant documents for review and consideration. Each voter must be provided access to submit an electronic ballot at least 14 calendar days before the vote ends.
- d. A response rate of at least forty percent of the eligible voters is required for appropriate ballot consideration. The two-thirds rules outlined in section G.1.a applies.

2. Other SSHA Faculty Votes

- a. Votes on other matters (i.e. curriculum) can be conducted using an anonymous electronic mail ballot. Such votes will be conducted by the ASEC (see section C.3.d above).
- b. A response rate of at least forty percent of the eligible voters is required for appropriate ballot consideration. The two-thirds rule outlined in section G.1.a applies.
- c. In the case of an electronic vote, not fewer than 14 calendar days prior to the vote, the ASEC must mail to each voting member all relevant

documents for review and consideration. Each voter must be provided access to submit an electronic ballot at least 14 calendar days before the vote ends.

- d. Approval of any other matter brought to a vote of the Faculty requires a majority of votes cast, not counting abstentions.
- e. The actual method of voting shall be determined by the eligible voters; subject, however, to the provision that no voter may be denied the option to require a secret ballot.

H. Special Circumstances

- I. If a faculty member has a split appointment between two Academic Units within the School, with full voting rights in each Unit, then for accounting purposes each Unit's population will be credited with one-half of that split-appointee's membership. The Dean shall keep a list of the Faculty members and their Academic Unit designation(s).
- II. Each Academic Unit shall establish its own internal procedures for populating its apportioned number of Curriculum Committee positions.