



## V. Administration of the College of Arts, Sciences, and Engineering

### Dean

Appointment: The President of the University appoints the Dean of the College of Arts, Sciences, and Engineering by recommendation of the search committee and the Executive Vice President for Academic Affairs & Provost upon completion of a national search. The committee may include tenured and tenure-track faculty, department chairs, and the associate dean(s) acting in accordance with assisting guidelines set forth by the Vice President for Diversity, Equity, and Inclusion (see UNA Faculty Handbook 2.4).

#### Responsibilities:

- i. Lead the College in accord with its unique vision and mission statements.
- ii. Outline duties and responsibilities for the Associate Dean(s), department chairs, directors, coordinators, faculty, and staff within the College.
- iii. Maintain dialogue with the College's chairs, directors, coordinators, faculty, staff, and students regarding current policies, procedures, and events.
- iv. Secure and manage the resources of the College.
- v. Work in consultation with the Associate Dean(s), department chairs, directors, coordinators, faculty, and staff in the creation or dissolution of committees that further the College/University's mission.
- vi. Procure new resources to aid in the construction of new programs and infrastructure.
- vii. Further the liberal arts agenda of the College/University.
- viii. Act as presiding officer of all meetings called the by Dean of the College.

### Associate Dean(s)

Appointment: The President of the University appoints the Associate Dean(s) of the College of Arts, Sciences, and Engineering by recommendation of the search committee, the Dean, and the Executive Vice President for Academic Affairs & Provost upon completion of an internal or national search. The committee may include tenured and tenure-track faculty, department chairs, and the associate dean(s) acting in accordance with assisting guidelines set forth by the Vice President for Diversity, Equity, and Inclusion (see UNA Faculty Handbook 2.4).

Responsibilities: The Associate Dean(s), in the event that more than one individual holds the position, are expected to work collaboratively. The Dean of the College prescribes all duties and



sciences, humanities, and the performing & fine arts in the College of Arts, Sciences, and Engineering. An

Membership:

The Dean will appoint the members of this committee from the faculty-at-large from the College of Arts, Sciences, and Engineering. A staff member will be appointed as a member of the committee and will be a voting member of this committee. An Associate Dean will be a nonvoting member of the committee.

#### E. Faculty Research and Development Committee

Charge:

This committee will receive proposals for the College faculty for research projects and faculty development projects. The committee will recommend funding of proposals based on merit and availability of College funds.

Membership:

This committee will have representation (one faculty member) from each of the departments of the College, except Military Science. An Associate Dean will be a nonvoting member of the committee.

#### F. By-laws Committee

Charge:

The By-laws Committee will be responsible to maintain the by-laws of the College of Arts, Sciences, and Engineering as an active document. The committee will receive proposed amendments to the bylaws from the faculty and College administration. When the by-laws are amended, the committee will ensure the updating of the by-laws.

Membership:

The By-laws Committee shall have at least seven members appointed by the Dean from the faculty-at-large in the College of Arts, Sciences, and Engineering. An Associate Dean will be a nonvoting member of the committee.

#### G. Graduate Committee

Charge:

The Graduate Committee will serve as an advisory body to the dean and faculty of the College on matters related to the graduate program of the College. The committee will receive and study proposals for the creation, discontinuance, or renaming of graduate degree programs and to make such recommendations to the dean and faculty of the College. The Graduate

Committee will also review graduate student appeals for reinstatement following dismissal from their program.

Membership:

## IX. Conduct of Business of the College

A. In its proceedings the faculty shall be governed by the latest edition of Robert's Rules of Order, except in such cases as shall be otherwise provided.

### B. Order of Business

The Order of Business will be determined in the agenda for the meeting of the College of Arts, Sciences, and Engineering. The agenda will be provided to the faculty of the CASE in a timely fashion prior to a meeting of the College. Any agenda containing business in which a vote is required should be provided 7 business days in advance of the meeting.

### C. Minutes

Minutes of all College of Arts, Sciences, and Engineering meetings shall typically be distributed by the Dean's Office to all members of the College Faculty, to the President of the Faculty Senate, to the Provost and to the University Archives.

## X. Adoption

These by-laws shall be adopted upon the approval by a simple majority of the voting members of the faculty of the College of Arts, Sciences, and Engineering voting by mail ballot, paper ballot, or by electronic means and shall take effect immediately. The date of approval of the by-laws will be listed in the document after initial approval and when amended. The by-laws will be accessible on the website of the College of Arts, Sciences, and Engineering.

By-laws adopted: September 14, 2015

By-laws amended: