

DRAFT

CONSTITUTION OF

THE COLLEGE OF VISUAL AND PERFORMING ARTS

Preamble

The Faculty of the College of Visual and Performing Arts are dedicated to preserving standards of excellence and quality in all undergraduate and graduate programs of study and research, with the understanding that a truly great university serves the needs not only of the state and the nation but also, in this era of globalization, the world.

The Faculty of the College recognizes that its mission and goals can be achieved only through an acknowledgment of the principles of shared governance. Working relationships between administrators and faculty and among faculty within the academic units must be based on mutual respect, transparency, representative participation, and clarity of roles. The Constitution of the College of Visual and Performing Arts aims to establish principles and operating procedures grounded in acceptance of mutual accountability and shared commitment.

This Constitution is intended to be consistent with Federal and Ohio laws, the rules and regulations of the Ohio Board of Regents and the University of Toledo's Board of Trustees, and the Collective Bargaining Agreements. In matters that conflict, the University Constitution, the policies and regulations of the Ohio Board of Regents and the University of Toledo's Board of Trustees, and the Collective Bargaining Agreements are the ruling documents. Operating within these contexts, and within the provisions of the Constitution, the Faculty of the College of Visual and Performing Arts have responsibility for procedure development and program planning.

The purpose of this Constitution shall be to provide a framework and guidelines for the Faculty of the College of Visual and Performing Arts at The University of Toledo, to:

- (1) consider issues of common concern affecting faculty welfare;
- (2) promote communication among the faculty and between the faculty and administration;
- (3) provide for wider faculty involvement in developing and establishing College of Visual and Performing Arts and University policy;
- (4) conduct the business of the faculty;
- (5) nurture the principle of academic freedom;
- (6) facilitate the orientation of new faculty members.

The authority for faculty shared governance derives from the University Faculty Senate Constitution Article XIII and the Appendix Article IV, and the Collective Bargaining

Agreements Article 7. The College Faculty has jurisdiction as stated in Section **I-1**, Article VI, Section 4 of University of Toledo policy quoted as follows:

“Each College and School faculty may adopt rules concerning its own organization, government and procedure and shall, subject to the approval of the University Faculty and the Board of Trustees, prescribe its own regulations regarding curriculum, admission, and exclusion of students, and academic standards consistent with conditions prescribed by law and by general rules and regulations prescribed by the University Faculty. ... Each of the faculties is charged to consider matters of concern to its college, school or division and to make recommendations concerning these matters to the University Faculty through the Faculty Senate.”

B) The rights, privileges, and responsibilities of all faculty members are specified in appropriate sections of the University of Toledo policies and the *Collective Bargaining Agreement between the Board of Trustees for The University of Toledo and the American Association of University Professors, University of Toledo Chapter*, or *Faculty Rules and Regulations for faculty not bound by the Collective Bargaining Agreement*.

Academic freedom is essential to search for truth and its free exposition for both research and teaching. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to learn.

ARTICLE I. NAME OF THE COLLEGE

The name of the College is the College of Visual and Performing Arts.

ARTICLE II. MISSION OF THE COLLEGE

The College of Visual and Performing Arts of The University of Toledo provides students with a learning environment that fosters creative scholarship and exploration. We embrace both innovation and the traditions of our disciplines. Through collaborative learning and artistic practice we prepare new artists, scholars, and arts educators who will lead, challenge, and inspire.

ARTICLE III. ORGANIZATION OF THE COLLEGE

A. The Dean

1. Responsibilities of the Dean

The Dean is the chief executive and administrative office of the College. The Dean is responsible to the President of the University for the administration of the College and acts as agent of the Faculty for the

execution of educational policy. The Dean is to foster and to participate actively in shared governance with the Faculty of the College.

2. Selection of the Dean

The Dean is appointed by the President. In making this appointment, the President shall give consideration to the recommendation of a Special Advisory Committee representing the Faculty.

This Special Advisory Committee shall include a member of each department, school, center, and institute within the College. The Committee so elected will then elect a chair, and then this Committee may select up to three additional faculty members to insure a diversified committee. The Committee will also include a student appointed by the College of Visual and Performing Arts Faculty Council.

B. Departments, Programs, Centers, Schools and Institutes

1. Departments

The department shall be the fundamental unit of academic and administrative organization within the College. The program of a department shall be conducted by the department Faculty through a chair, who shall have general responsibility for the activities of the department. Mechanisms for determining general departmental procedure will be adopted by majority vote of all Faculty members or by a Committee elected by all Faculty for the purpose of setting general departmental procedures.

2. Programs, Centers, Schools and Institutes

Degree and non-degree programs, including centers, schools and institutes, may be established as necessary to assist the College in its teaching, service, and research programs within the guidelines of the University. The abolition or consolidation of a program, center, school or institute shall be voted upon by the Faculty of the affected units, and requires approval of all subsequent levels through the Board of Trustees.

3. Procedures for Establishing, Ending, or Consolidating a Department

The formation of a department shall require a 51% majority vote of the Tenured/Tenure Track and Lecturer Faculty and through approvals at all subsequent levels through the Board of Trustees. The abolition of a department, or its consolidation with another, shall be voted on by the Faculty of the affected units and by the College Faculty Council and requires approval of all subsequent levels through the Board of Trustees.

4. Chairs of Departments:

a. Appointment. The Dean shall appoint the Chair of each department in the College of Visual and Performing Arts only from its full-time tenured faculty, subject to the approval of the Provost, the President, and the Board of Trustees, as noted in the UT **Policy Number:** 3364-72-05. The Dean shall effectively consult with the Faculty of the department in the choice, removal and renewal of appointment of the department Chair, including conducting a vote of Tenured and Tenure Track and Lecturer faculty. The procedure for conducting a vote shall be the same as specified in II 3 b 4b (2)-(5).

b. Vote of Confidence:

(1) Timing. During the Fall semester preceding the end of the Chair's five-year term, the Dean shall provide written notification to the Chair that he/she shall be subject to a vote of confidence on continuation in that office.

(2) Eligibility. Participation in a vote of confidence shall be limited to those members of the Tenured, Tenure Track and Lecturers bargaining units who have been members of the department for at least one full year.

(3) Notification. The Dean shall prepare a list of all eligible voters in the department and shall notify them, including those in absentia, of the impending vote in sufficient time to permit those unable to attend the meeting to cast absentee ballots. Absentee ballots shall be sent by the voter directly to the Dean and prior to the departmental election meeting.

(4) Voting. The Dean or a designee from the College Office, not a member of the voting department, shall conduct the voting at a special meeting called for that purpose. Only the Dean or a designee and the eligible voters of the department may be present. The vote shall be taken by secret ballot and counted in the presence of those voting. The tally announced shall include the votes of those who cast absentee ballots.

(5) Lack of Confidence. Should a majority of those eligible to vote cast no confidence ballots, the Dean, in consultation with the department, shall initiate the selection process outlined in III B 4 a. A Chair who fails to receive a vote of

confidence will be removed from the position by the end of the current academic year.

(6) Early Vote of Confidence. One-half of the eligible Tenured/Tenure Track and Lecturer voting Faculty of a department may in confidence petition the Dean for an early vote of confidence. No more than one such vote of confidence may be taken in any one academic year. The procedure for conducting an early vote of confidence shall be the same as that specified in III B 4 b (2)-(5).

5. Definition and Authority of the Faculty

The Faculty of the College shall consist of all persons who are budgeted (partially or fully) in the College and who hold a faculty titled rank of Lecturer or above in the departments, centers, or programs that belong to the College; and the Dean, Associate Dean of the College, and the University Provost and President as ex-officio members.

Departments, centers, programs, etc., in accordance with their by-laws, may elect to include faculty persons with part-time, emeritus or visiting appointments and persons in specialty faculty titled positions. Persons with these appointments may not vote on College matters or participate in College governance unless they qualify as College Faculty in accordance with the preceding paragraph. Non-voting members shall be accorded the privilege of participating in discussion at Faculty meetings.

Descriptions of faculty, equivalent faculty and specialty faculty titles can be found in University Policy **II-1 University Faculty and Instructional Staff**.

The Faculty of the College, through its Academic Affairs Committee, shall establish requirements for entrance into programs of major study and for graduation, designate the undergraduate and graduate degrees to be conferred, and determine the curricula. They shall certify to the President those of its students who have completed requirements for degrees.

ARTICLE IV. MEETINGS

A. Regular Meetings of the College Faculty

Meetings of the entire College Faculty normally shall be held at a frequency of at least one per year during the academic year. These meetings will be called by the Dean and will be referred to as the Faculty Assembly.

B. Special Meetings of the Faculty

Special meetings of the Faculty may be called during the academic year by the Dean or by petition signed by twenty Faculty members with a minimum

representation of 25% of each department in the College of Visual and Performing Arts, and presented to the Dean. Special meetings called by petition shall be held no later than ten calendar days from the date of the filing of the petition with the Dean. Members of the Faculty shall receive written notice of the meeting at least three days in advance of the meeting, and the notice shall cite the contents of the petition and the text of any proposals on which the Faculty is expected to act. The three-day advance notice may be waived either by the Dean or at the petitioners' request and with the consent of the Executive Committee of the Visual and Performing Arts Faculty Council in consultation with the Dean. In either case, the Dean shall instruct each department to inform its members orally or by e-mail of the nature of the meeting and its time and place.

C. Agenda

The agenda for the Faculty Assembly shall be prepared by the Dean in consultation with the Executive Committee of the Visual and Performing Arts Faculty Council and shall be received by the Faculty at least three days in advance of the meeting, together with the texts of any proposals on which the Faculty is expected to act. Any Faculty member may request that an item be placed on the agenda by submitting a written request to the Dean.

D. Limitations on Scheduling of Meetings

No regular or special meeting shall be held during the final examination period, or on scheduled holidays, fall break, Thanksgiving break, winter break, spring break or during the summer.

E. Quorum

A quorum for any meeting of the Faculty shall consist of one-half of the full-time Tenured, Tenure Track and Lecturer members of the Faculty of the College of Visual and Performing Arts.

F. Voting

Faculty with voting privileges, as defined by Article III.B.5, can vote at meetings of the entire Faculty.

ARTICLE V. THE COLLEGE OF VISUAL AND PERFORMING ARTS FACULTY COUNCIL

The College of Visual and Performing Arts Faculty Council represents the Faculty to the Dean on all matters of concern to the College. It shall have meetings at least once each semester with the Dean. It shall be concerned with the College strategic plan, the welfare of the College Faculty, the full development and maturation of its students, and resource allocation. The College Faculty Council shall have power to create ad hoc committees to assist it in its tasks.

A. Powers and Authority

The College of Visual and Performing Arts Faculty Council shall serve as the legislative branch of the College. It shall act on all matters related to the authority granted to the Faculty in the by-laws of the Board of Trustees and by the Faculty Senate, including academic policies, curriculum, academic programs, academic standards, and degree requirements. Its actions shall be effective upon passage, unless otherwise specified by Faculty Council, and written notice of such action must be given to the Faculty within five business days of the action. Such Faculty Council actions shall not prejudice the right of the entire Faculty to rescind such action under the provisions of Article III. The Faculty Council shall also review the annual report of the College Committee on Academic Personnel.

B. Membership

The Visual and Performing Arts Faculty Council shall have the following membership:

1. Two full-time Tenured or Tenure Track or Lecturer rank Faculty representatives from each department of the College.
2. One additional Tenured or Tenure Track or Lecturer rank Faculty representative from the above departments for every ten Tenured or Tenure Track Faculty members over ten.
3. The Chair or Past Chair who remains on the Faculty Council with voting privileges.
4. The Dean and Associate Dean are to be non-voting members of Council. They can engage in debate.

C. Elections

Faculty representatives under subsections V.B.1 and V.B.2 above shall be elected by the full-time Tenured, Tenure Track and Lecturer rank Faculty members of the departments they represent. A committee of the Faculty Council appointed by the Executive Committee shall supervise these elections. Immediately after election, the outgoing Chair of the College Faculty Council shall meet with the College Faculty Council to preside over the election of a Chair of the College Faculty Council who shall preside over all meetings of the College Faculty Council for the following academic year and shall meet regularly with the Dean. The outgoing Chair is eligible for reelection as Chair.

D. Quorum

A quorum for Council meetings shall consist of simple majority of elected members for actions to be taken. Meetings may be canceled if the Chair determines that no items for discussion are proposed or pending from previous meetings, or if a simple majority indicate inability to attend, or by unanimous consent.

E. Voting

Voting in all Faculty meetings shall be by voice vote, standing vote or by secret ballot. A voice vote or a standing vote may be used on all matters unless a request is made for a secret ballot. A secret ballot may be requested by any member of the Faculty and must be honored. Only results of the elections shall be announced and recorded in the minutes unless two-thirds of the Faculty present demonstrates by standing vote that the actual count of votes shall be recorded. All other matters of voting shall be in accordance with the rules adopted by the Faculty.

F. Agenda

Any member of the Faculty shall be entitled to place an item on the Faculty Council agenda, if it is presented in writing to the Chair at least six days prior to a regular meeting and if it pertains to the business of the College. Proposals from the floor regarding new business will be included on the agenda of the next meeting. However, the agenda may be altered or new business brought up by a two-thirds vote of the voting Faculty present.

G. Vacancies

A vacancy on the Faculty Council shall be declared upon the death, retirement, or resignation of a member. If a member is to be absent from the University for one or more semesters during his/her term, he/she shall resign his/her membership on the Faculty Council or Committee by letter to the Faculty Council Chair. If a member not absent from the University shall be absent from 50% of all meetings for one semester, that member's seat shall be declared vacant. When a vacancy is declared, the Secretary shall fill it from the list of alternatives determined at Committee election time.

H. Terms of Office

The terms of office for all Faculty representatives shall be two years. The terms of those elected under subsection V.B.1 and V.B.2 above shall be staggered so that one-half of them are chosen each year. Members can be re-elected to serve consecutive terms.

I. Executive Committee

After the election of the Faculty Council, the membership shall elect an Executive Committee before the end of the spring semester by majority vote of the members of the Visual and Performing Arts Council. The Executive Committee shall consist of the Council Chair, Council Vice-Chair/Parliamentarian, and Council Secretary. The term of office of Executive Committee members shall be one year and shall commence the following fall. In the case of Executive Committee members elected at other times to serve as replacements for departing Executive Committee members, their terms will commence upon election and will end in the fall following the spring election of the subsequent Executive Committee. The Executive Committee shall prepare the agenda for Council meetings; shall appoint members to the standing and temporary committees of the Council; shall instruct

and supervise the work of temporary committees; and shall take other appropriate actions to further the work of the Council, as the latter shall from time to time direct or approve.

1. Chair of the Visual and Performing Arts Faculty Council

The Chair of the Visual and Performing Arts Faculty Council shall preside at the meetings of the Faculty Council; and, at the beginning of the fall term, convene and preside over the election of the chairs for all committees of the college except for the Petitions Committee, and any special committees appointed under Article V.J.6. The Chair of the Visual and Performing Arts Faculty Council shall vote only to break a tie.

The Chair of the College Faculty Council shall serve for one year and take office at the beginning of the fall term after the spring election.

2. Vice-Chair and Parliamentarian of the Faculty Council

The Vice-Chair and Parliamentarian shall serve as a voting member of the College Faculty Council during his/her term of office. The Vice-Chair/Parliamentarian assumes the position of Faculty Council Chair if the Chair is unable to complete his/her term. The responsibilities of the Vice-Chair/Parliamentarian include:

- a. Act as the Faculty Council Chair *pro tem* in the current Faculty Council Chair's absence;
- b. Convene the initial meeting of all Faculty Council Committees by the end of September;
- c. Serve as the Faculty Council Parliamentarian and shall advise the Chair of the Faculty Council of the College of Visual and Performing Arts and the Faculty on questions of parliamentary procedure. The latest edition of Roberts' Rules of Order shall be the parliamentary authority for the Council in all cases to which the rules apply and in which its rules are not contradictory to the provisions of the Constitution and By-Laws.

3. Secretary of the Faculty Council

The responsibilities of the Secretary include:

- a. Distribute to members of the Faculty College of Visual and Performing Arts, and such other persons as the Council or Dean may direct, all notices, calls, agenda, and minutes of all meetings of the Council for the Faculty College of Visual and Performing Arts;

- b. Record and preserve minutes of all Council meetings, and votes taken therein, special reports, and all other official actions including arranging for the posting of these items on the Council web page;
- c. Notify committees of all business referred to them, and furnish them the documents and papers laid before the Faculty relating to such business;
- d. Handle all Council correspondence;
- e. Obtain and update a list of voting Faculty which is distributed to all voting Faculty and posted on the Council web site at the beginning of each semester;
- f. Distribute a copy of the Constitution of the College of Visual and Performing Arts Faculty Council to new members of the Faculty;
- g. Secure from the presiding officer of all elected committees, except for the Tenure and Promotion Committee, and all appointed committees involved with curriculum or student matters, agendas of future meetings, reports and other notices of official actions. Such materials shall be kept in the Office of the Dean and shall be open and accessible to all Faculty and other interested parties;
- h. In all elections the Secretary shall direct the balloting;
- i. To perform such other duties as may be designated by the Faculty;

The Secretary of the Faculty Council shall be appointed at the beginning of the fall term by the Nominating Committee from among the Faculty and may serve successive terms.

J. Committees

1. General Provision on Committees

The Chair of each standing committee other than the Executive Committee shall be selected by the Committee. Except for the Personnel Committee, all committee meetings shall be open to College of Visual and Performing Arts Faculty members. In addition to special reports that may be called for by the Faculty, all Standing Committees shall submit at least one progress report each year. All committee reports shall be distributed in the following manner: a copy to the Secretary of the Faculty Council, a copy to the Dean, a copy to the Associate Dean for Academic Affairs, and a

copy retained in the committee records. A quorum for Committee meetings shall consist of 51% of the elected members for actions to be taken. Meetings may be canceled if the Committee Chair determines that no items for discussion are proposed or pending from previous meetings, or if 51% of the elected members indicate inability to attend, or by unanimous consent. A vacancy on the Committee shall be declared upon the death, retirement, or resignation of a member. If a member is to be absent from the University for one or more semesters during his term, he shall resign his membership on the Committee. If a member not absent from the University shall be absent from 50% of all meetings for one semester, that member's seat shall be declared vacant. Vacancies on standing committees may be filled by individuals appointed by the Chair of the Faculty Council to serve until their successors can be elected at the next regular election and assume office at the beginning of the fall term. Such individuals must meet regular eligibility requirements.

2. Academic Affairs Committee

The Academic Affairs Committee shall be responsible for approving all changes in curriculum and for assessment of existing programs, and generally oversee all curriculum matters in the College. It will also develop recommendations for and review College-wide student admission, retention, and appeal procedures and practices. The committee shall make periodic reports to the Faculty. It shall consist of a minimum of three members with at least one member from each of the departments of the college. A representative of the Dean's Office assigned to curriculum matters shall also meet with the committee in an advisory capacity. The members of this committee do not have to be members of the College Faculty Council. This committee can also make recommendations regarding College-wide standards for admission to and completion of programs.

3. College Committee on Academic Personnel

The College Committee on Academic Personnel (CCAP), a fact-finding committee, is comprised of three Tenured Faculty members of the College holding the rank of Associate Professor or above with one member from each department of the College. Each member serves for three years, and terms are staggered such that each year one new member joins the committee. Members of each area are elected by Tenured and Tenure Track Faculty through Faculty Assembly nomination procedures. When a committee member has to leave the committee for sabbatical, research, or other reasons, the Faculty Council Chair shall appoint a temporary member from the same area. If no representative is eligible from a department, the Faculty Council Chair shall appoint a replacement from the other departments' eligible Faculty to finish the term or up to one year maximum whichever comes first. The members of this committee do not have to be members of the College Faculty Council.

The committee shall provide recorded individual assessments to the Dean as part of its fact-finding and consultative role. An individual assessment shall consist of the committee's review indicating whether or not the candidate meets the standards for tenure and/or promotion within the College. The individual committee members' votes and/or comments regarding the assessment shall not be identified. The CCAP Chair will provide the committee's assessment to the respective candidate and forward its decision to the Dean.

4. Instructional Equipment and Technology Oversight Committee

The Instructional Equipment and Technology Oversight Committee (IETOC) is to review requests for, and make recommendations for, the purchase of instructional equipment and technology. The committee will review the technology and equipment needs of the College, its departments and programs to insure that technology and equipment is up to date. The committee will create a plan to regularly replace equipment and technology and will make a recommendation to the Dean regarding technology fees. The committee will issue a call for instructional equipment and technology requests each fall and spring semester. The Faculty Council Chair shall appoint the members of this committee from the CVPA Faculty and shall include equal representation from each department. The members of this committee do not have to be members of the College Faculty Council.

5. Committee on Nominations and Diversity

The Nominating Committee shall elect its chair. The Nominating Committee shall present to the Faculty Assembly at the appropriate time its nominees for the various elected offices of the College. Each spring the Nominating Committee shall also propose a list of names of College Faculty as candidates for election to the College Faculty Council in accordance with the provisions of the College Faculty Council Constitution. The Faculty Council Chair shall appoint the members of this committee from the CVPA faculty and shall include equal representation from each department. The members of this committee do not have to be members of the College Faculty Council. This committee will also advocate for, and address issues of diversity within the college by developing and promoting mechanisms to increase diversity that are consistent with the College Diversity Plan; collaborating and negotiating with committees within the University and the community in an effort to achieve goals, review and make recommendations for revisions to the College Diversity Plan, support the development of department-wide diversity plans that reflect the mission and principles of the college-wide plan, provide consultation when requested and perform other functions as assigned by the Faculty Council and/or the Dean.

6. Special Committees

Special Committees may be created by the Faculty or by the Dean and their members appointed by the Dean, except as the Faculty may otherwise provide with respect to special committees the Faculty creates. However, any special committee appointed by the Dean or Faculty Council Chair with a charge wholly or partially concerned with curriculum matters shall have a voting member of the Academic Affairs Committee as a member. The Faculty Council Chair shall appoint the members of this committee from the CVPA Faculty and shall include equal representation from each department. The members of these committee do not have to be members of the College Faculty Council.

7. Committee of the Whole

Occasionally, the Faculty Council for the College of Visual and Performing Arts will need to meet as a “Committee of the Whole” with all Faculty members of the College. The Committee of the Whole should be used for important matters, and the Secretary should include it in the agenda for that meeting. When the Faculty votes to resolve itself into the Committee of the Whole, it will normally do so following the committee reports. The issues to be discussed will be specified, and remarks will be restricted to those issues. Ordinarily, discussion will be guided by an agenda or a position paper distributed prior to that meeting. A quorum for any Committee of the Whole meeting shall consist of 50% of the full-time Tenured, Tenure Track and Lecturer members of the Faculty of the College of Visual and Performing Arts. Voting will be by majority vote of those present.

ARTICLE VI. NOMINATIONS AND ELECTIONS

A. Nominations

1. Procedures

Each year, the Executive Committee shall designate a spring meeting of the Faculty Council to receive nominations for elective offices. Before the designated meeting of the Faculty Assembly in the spring term, the Nominating Committee shall solicit suggestions for nominees for Chair of the College Faculty Council and for the elected standing committees of the College. (When a Special Advisory Committee is to be elected to represent the Faculty in the selection of the Dean, the Nominating Committee shall likewise solicit suggestions for nominees to serve on that committee.) The Nominating Committee shall present its slate of candidates prior to this meeting of the Faculty Assembly. All slates will include at least two persons for each open position. Additional nominations may be made from the floor.

2. Eligibility

Any member of the Faculty shall be eligible for office with the following exceptions:

- a. No Dean, Assistant Dean, or Associate Dean in the College Office shall be eligible.
- b. The Academic Affairs Committee and the College Committee on Academic Personnel shall have no more than one member from a single department, excluding ex-officio. All other committees shall have no more than two members from a single department, excluding ex-officio and student members.
- c. In the case of the College Committee on Academic Personnel, only Tenured Associate and Full Professors shall be eligible.

B. Elections

1. Elections shall be held by mail or electronic balloting after the meeting of the College Council designated for the Nominating Committee's presentation of slates and receiving nominations from the floor. The Nominating Committee shall conduct the election with assistance of the Dean's Office.
2. The Nominating Committee shall designate the seats to be filled alphabetically (e.g., Seat A, Seat B, etc.), and shall name at least two persons for each seat to be filled
3. The Nominating Committee shall determine the time for the election of the Special Advisory Committee to represent the Faculty in the selection of the Dean if such election is required at a time other than the designated spring Faculty Assembly meeting.

C. Electoral Procedures

1. Balloting

Balloting, directed by the Secretary of the Council, shall be by mail or by electronic balloting. Each Faculty member may vote for the Chair of the College Council and for committee members representing the electoral group of the member's department. Elections shall be determined by majority vote. If a majority is not secured, a run-off election between those receiving the highest and second highest number of votes shall be held within two weeks of the regular election. The Secretary of the Faculty Council shall notify those elected within two weeks of the election.

2. Electoral Groups

For the purpose of nomination and election, the College Faculty shall be divided into three electoral groups – art, music, and theatre/film. Constituents of electoral groups may be changed only with the approval of the College Faculty Council.

D. Terms of Office

Unless specified otherwise in Article V, elected members of standing committees shall serve for a term of two years and until their successors have been elected and taken office. They shall take office at the beginning of the fall term after the spring election.

ARTICLE VII. ADOPTION

The Executive Committee, in consultation with the Dean and the Constitution Draft Committee, shall call a special meeting of the Faculty to discuss the draft constitution. A final draft of the constitution shall be distributed electronically to all members of the Faculty. Not earlier than one week and no later than four weeks after dissemination of the final draft, a vote of the Faculty by written ballot shall be conducted to adopt or reject the constitution. Approval of this constitution shall require the majority vote of all those Faculty voting.

ARTICLE VIII. AMENDMENTS

This Constitution may be amended by a two-thirds vote of those present and voting at any meeting of the Faculty Assembly provided that written notice and text of proposed amendments are received by the Faculty at least two weeks prior to the meeting at which action on the amendments is to be taken.

Amendments shall be effective upon written notice of adopted changes which are to be sent by the Secretary of the Faculty Council to all Faculty members within two weeks of their adoption.

ARTICLE IX. EFFECTIVE DATE

This Constitution shall become effective upon approval by the College Faculty and all subsequent levels of approval through the Board of Trustees.