

Governance Statement & Bylaws

The College of Communication and Fine Arts (the College) is comprised of diverse Departments and Programs. Shared governance within the College emphasizes a culture of appreciation for both the commonalities and differences among its individual units.

Respectful deliberation, creative collaboration between College Administration, Faculty and Staff, and flexible but efficient processes are the foundations of the College's shared governance practices.

Article 1: The College

A. College Faculty

1. The members of the College Faculty are those LMU faculty members whose primary faculty appointments are in or shared with the College of Communication and Fine Arts.
 - a. Criteria and procedures for the appointment and retention of faculty, and definitions of the categories of tenured, tenure-line and part-time faculty, are detailed in the Faculty Handbook. For the purposes of College governance, the College distinguishes between two types of Faculty:
 - i. Continuing Faculty: Includes full-time, tenure-line faculty, clinical faculty, and continuing instructors.
 - ii. Contingent Faculty: Includes visiting faculty, faculty on short-term, non-renewable contracts, and part-time faculty.
 - b. Faculty members formally on leave are excused from College service, but retain the right to attend faculty meetings and to cast votes on questions put to the College Faculty or the College community.
 - c. Faculty members holding part-time administrative appointments below the rank of Assistant Dean (such as Department Chairs and Directors of Centers, Offices, and Programs) retain participation and voting rights

within the College except as restricted by the Faculty Handbook and Faculty Handbook Addenda.

2. The College Faculty have the primary responsibility for the College's curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life that relate to the educational process.

B. Academic Administrators

1. Academic administrators, for purposes of this governance document, are those College employees who hold faculty appointments and administrative rank at or above the rank of Assistant Dean.
2. Because of the role of the Dean, and those of the Associate and Assistant Deans in reviewing and approving recommendations from the College faculty and College community, these administrators have voice but no vote on faculty Committees. Those who serve on the College Council and College Committees do so in an *ex officio*, non-voting capacity.

C. Staff

1. College staff, for purposes of this governance document, are those non-faculty LMU employees (excluding student workers) whose primary professional responsibilities and reporting lines fall under the authority of the Office of the Dean and/or the College's Academic Departments and Programs.
2. Staff members are represented on the College Council and/or College Committees in relation to their interests, expertise, and responsibilities. Only full-time staff may serve on the College Council or, where appropriate, College Committees.

Article 2: The College Council

A. Scope and Purpose

The CFA College Council (the Council) serves as a deliberative body within the College. The purpose of the Council is to foster critical and constructive engagement with matters related to College governance, community, and

culture. The Council serves an advisory function in relation to the Dean of the College and may make formal recommendations to the Dean. The Council also serves a critical function with regard to providing opportunities for shared information and coordinated action within the College and between the College and other parts of the University or community.

B. Membership

1. Each academic department in the College will be represented by its Department Chair.
2. The Laband Art Gallery will be represented by the Director of the Gallery.
3. College staff will be represented by two members: the Chair of, or another designee from, the College's Senior Administrative Coordinators Committee; and Chair of, or another designee from, the College's Staff Committee. Where possible representation of College staff will be organized in a way that reflects the diversity of departments/programs within the College and the diversity of staff positions within the College.
4. The College's contingent faculty will be represented by the College's Contingent Faculty representative on the LMU Faculty Senate. In the event that the College has more than one Contingent Faculty Senator, the Senators will rotate service on the Council. In the event that the College does not have a Contingent Faculty Senator, representation on the College Council will be determined by separate election within the College.
5. The College Dean, Associate and Assistant Deans will be *ex officio* members of the Council.
6. Members of the College Administration other than the Dean and Associate and Assistant Deans, will be invited guests of the Council.

C. Meetings

1. Meeting Coordination
 - a. Meetings shall be chaired by a Faculty Chair of the Council. The Chair shall be a continuing faculty member serving on the Council.

- b. In addition to the Faculty Chair of the Council, there will be a Faculty Vice-Chair. The Vice Chair shall also be a continuing faculty member serving on the Council.
 - c. Service as faculty Chair and Vice Chair of the Council shall rotate among the continuing faculty members serving on the Council on a semester basis. At the end of each semester, the Vice Chair shall assume the role of Chair and new Vice Chair shall be appointed.
2. Meeting Requirements
 - a. The Council shall ordinarily meet once a month. Additional meetings may be called by the Faculty Chair of the Council, in consultation with the Dean and the Council as a whole, with previous notice.
 - b. A majority of Council members, excluding vacancies, constitutes a quorum.
 3. Agenda and Conduct of the Meeting
 - a. The faculty Chair of the Council will collaborate closely with the Dean and Associate/Assistant Deans to prepare and circulate a meeting agenda. Individual Council members, including *ex officio* members, may submit agenda items to the faculty Chair of the Council.
 - b. The Dean may request, at any time, that specific portions of a Council meeting be set aside to address specific topics and shall run those aspects of the meeting.
 - c. Council meetings are conducted in a deliberative fashion aimed at reaching consensus decisions where possible.
 - d. Roberts Rules of Order will govern the making of motions and voting process.
 - 1) Formal votes may be taken when necessary to further the Council's work.
 - 2) Votes will be triggered by a formal motion and second.
 - 3) The outcome of formal votes will be based on a simple majority.

- e. Council members must be present at a meeting to vote. Though members may not vote by proxy or by e-mail, the Council may provide (by majority vote and on a case-by-case basis) for members to participate in live deliberations through electronic means. In such circumstances, members may vote at any meeting in which they have so participated.
- f. An individual will be designated to take and prepare minutes for each meeting. All meeting minutes, including relevant documents and communications as appendices, will be published following approval.
4. The Dean may request separate meetings of the Department Chairs and Directors (a Chairs' Council) for specific purposes.
5. During the months in between academic years, it is presumed that the Chairs' Council will meet in order to continue the regular administrative work of the College. Other members of the College Council will be invited to these non-academic year meetings, but will not be required to attend.
6. College-wide Faculty Meetings
 - a. The College Council calls meetings of the full CFA faculty, typically at least once a semester.
 - b. The agenda for CFA faculty meetings shall be set by the College Council, in close consultation with the Dean. The agenda shall be circulated at least a week in advance of the meeting, including any possible action items on which a faculty vote might be required.
 - c. On action items requiring votes, a quorum of a majority of all Continuing Faculty members is required. All continuing faculty may vote on action items. Contingent faculty may participate in the meeting, but do not vote except on matters designated by the College Council.

Article 3: Office of the Dean

In consultation with the faculty where possible, the Dean is responsible for:

Developing, implementing, and revising a strategic plan that advances the mission of the college as a whole, ties the college mission to the University's mission and

identity, and advances University-wide priorities; Ensuring that college educational programs are exceptional in quality and designed to meet the need of the University's diverse student population; Promoting high standards in teaching and scholarship and service; Recommending the appointment of all faculty; Managing faculty workload, disseminating resources to faculty, and periodically evaluating faculty in the areas of teaching, scholarship, and service; Making recommendation on promotion and tenure of faculty; Recommending the appointment of department chairs; Ensuring that college policies and procedures are consistent with those of the university; Establishing and maintaining a cooperative, collegial work climate that enhances communication, trust, and productivity of and among faculty and staff; Donor development and fundraising; Representing the college to internal and external constituencies; Preparing and administering the annual budgets of the college; Periodic evaluation of staff performance related to assigned duties; Facilitating accreditation applications, processes, and reviews; Working collaboratively with fellow Deans and other administrators; Serving as a member of the Deans Council/Provost Council/ Provost Planning Committee, task forces and committees as needed; Other activities that affect the quality and reputation of the college.

Article 4: Academic Programs and Departments

- A. Departments, Programs, and Institutes/Centers Defined
1. The Department shall be the fundamental unit of academic organization within the College. Each Department shall administer programs of instruction, research, and service in a field or closely related fields of knowledge.
 2. Academic Programs, Centers/Institutes, or other units, both degree-granting and non-degree granting, may be established as necessary to assist the College in its teaching, service, and research programs.
 3. The Laband Art Gallery is recognized as an independent unit within the College.

- B. Membership of Departments, Academic Programs, and Institutes/Centers shall include all tenure-line faculty members in the unit. Individual units within the College may choose to extend full membership, including voting rights, to non-tenure line faculty to the degree permitted by the Faculty Handbook.
- C. Department Chairs are according to the procedures set forth in the Faculty Handbook.
- D. Each Department, Program or Institute/Center shall have primary responsibility for maintaining the academic program within its jurisdiction, including the curriculum, subject matter and methods of instruction, research, faculty status, and student engagement. Authority on academic matters rests with the unit faculty, which shall collectively develop procedures for discharging this responsibility. These responsibilities are undertaken in close consultation with the Dean.

Article 5: College Committees

The College has five standing College Committees: The Faculty Affairs Committee, The Instructional and Student Affairs Committee, the Communication and Technology Committee, the Senior Administrative Coordinators Committee, and the College Staff Committee.

- A. Each College Committee maintains by-laws in accordance with its formal Charge and in keeping with the general parameters set out in this document.
 - 1. College Committee by-laws shall be approved by the College Council and the Dean of the College.
 - 2. Amendments to College Committee by-laws shall be approved by the College Council and the Dean of the College.
 - 3. The approved by-laws of each College Committee are incorporated as addenda to this document and shall be updated as needed.
- B. Reporting
 - 1. College Committees report to the Dean of the College.

2. College Committees will be invited to provide informational reports to the College Council at least once a semester.
3. College Committees may be invited to provide specific reports or recommendations, or otherwise contribute to the deliberations of the College Council.
4. College Committees may request to be placed on the agenda for one or more College Council meetings.
5. The minutes of each College Committee will be published after approval.

C. Ad hoc Committees

1. The Dean, in consultation with the College Council, may appointment ad hoc Committees with a specific, limited Charge.
2. Ad hoc Committees will report directly to the Dean and may be asked to report to the College Council, as appropriate.
3. The minutes of each ad hoc Committee will be published after approval.

Article VI—Ratification, Amendment, and Interpretation

A. Ratification

1. Ballots for ratification of these Bylaws shall be sent to all active, Continuing Faculty. Electronic ballots may be used.
2. These Bylaws shall be ratified if 2/3 of those responding vote affirmatively, subject to approval by the Dean of the College and the Provost. If ratified, all provisions of these Bylaws shall take effect, excluding sections II.B.3 and II.B.4.
3. Ballots for ratification shall also be sent to full-time, active Staff. If 2/3 of those responding vote affirmatively, section II.B.3 shall take effect.
4. Ballots for ratification shall also be sent to all Contingent Faculty. If 2/3 of those responding vote affirmatively, section II.B.4 shall take effect.
5. Ratification of these Bylaws (as described in VI. A. 2 above) shall replace the Current Council of Chairs and committees in the College with the bodies created herein.

B. Amendment

1. Amendment of these Bylaws requires previous notice.
2. Amendment to these Bylaws may be proposed by 2/3 vote of the College Council.
3. Ballots for ratification of amendments to these Bylaws shall be sent to all full-time Continuing Faculty. Electronic ballots may be used. Amendments shall be adopted by a 2/3 vote of those responding, subject to approval by the Dean of the College and the Provost
4. As determined by the College Council, Contingent Faculty and Staff should vote on any revisions to the Bylaws in areas of direct concern or related to their representation. Electronic ballots may be used for Contingent Faculty and Staff votes. Revisions of this kind will be submitted to the relevant voting group after initial approval by Continuing Faculty. A 2/3 vote of those responding to these group-specific ballots is required for adoption. All amendments remain subject to the approval of the College Dean and the Provost.

- C. Questions of interpretation related to these Bylaws shall be resolved by action of the College Council in dialogue with the Dean.