

COLLEGE COUNCIL CONSTITUTION

COLLEGE OF SCIENCE AND MATHEMATICS

James Madison University

Amended November 27, 2017

Amended August 23rd, 2024, by CC ad hoc committee & Dean Prins

Approved by College Council, September 6, 2024

Amended and approved September 30th, 2024 by CC after CSM open comment period

Approved by College in an electronic vote, October 2024

In the spirit of shared governance, the faculty believes we have a responsibility to contribute to the governance of the College of Science and Mathematics at James Madison University.

A College Council shall therefore be established to represent the faculty, to facilitate communication between departments and the Dean, to elevate faculty concerns, to serve as an official body involved in governance of the College, and to provide advice to the Dean.

I. Membership of the Council

A. The College electorate consists of all full-time faculty members of the College, including any persons holding joint appointments within the college or among colleges where their appointments are at least 50% in the College of Science and Mathematics. Faculty members serving on the College Council must be members of this College electorate.

The Dean, Associate Deans, the Student Success Coordinator/Inclusive Excellence Director, and the Industry Liaison cannot nominate or vote for College Council membership.

B. Faculty members of the Council shall be elected for three-year terms. Elections will be held prior to or at the beginning of the Fall semester for terms beginning in the fall. In no case would a faculty member serve more than seven years in a ten-year period.

C. Two departmental representatives shall be elected by and from the faculty members of each department by procedures determined within each department by September 1.

- D. Three “Representatives at-large,” from at least two different departments, shall be elected by and from the faculty members of the College. At-large candidates may be nominated by departments or individuals in the College by September 1. Names will be placed in a ballot administered by the Executive Committee. A plurality constitutes an election. Elections will conclude by September 15.
- E. An Associate Dean will serve in an ex-officio, non-voting capacity.
- F. The Dean, remaining Associate Deans, the Student Success Coordinator/Inclusive Excellence Director, and the Industry Liaison may only serve in an ex-officio, non-voting capacity.

II. Officers of the Council

- A. The Council Chair shall be elected by and from the voting members of the Council by majority vote. The Council Chair shall serve as presiding officer of the Council and Chair of the Executive Committee.
- B. A Council Vice-Chair shall be elected by and from the voting members of the Council. This person will be responsible for assisting the Chair and presiding over Council meetings in the Chair's absence.
- C. A Recording Secretary shall be elected by and from the voting members of the Council. This person will be responsible for keeping records, monitoring the Council's email, distributing the agenda, minutes and reports to all College faculty and department Chairs. This officer shall also serve as Recording Secretary for the Executive Committee of the Council.
- D. Each of the officers of the Council will serve a term of one year. No officer shall serve more than two consecutive terms in the same office.

III. The Executive Committee

- A. The Executive Committee shall consist of the officers of the Council and an Associate Dean who serves in a non-voting capacity.
- B. The duties of the Executive Committee are:

1. Executing the decisions of the Council.
2. Preparing and distributing the agenda of meetings of the Council to the electorate in advance of regularly scheduled meetings. Any group, organization, or faculty member may submit agenda items. All agenda items submitted shall be presented to the Council. The Executive Committee will meet with the Dean once each month to discuss matters before the College and to set the agenda for the next meeting.
3. Assuming interim responsibilities, as may be assigned to it by the Council, between regularly scheduled meetings of the Council.
4. Initiating emergency action, subject to Council review at the Council's next meeting.
5. Seeing that information concerning all proceedings of the Council shall be disseminated to the faculty electorate of the College.
6. The Executive Committee may be called upon to meet during the summer months to respond to matters arising in that period.
7. The Executive Committee will meet at least once per semester with the college's representatives to the Faculty Senate.

IV. Meetings

- A. The Council shall schedule monthly meetings during the Fall and Spring semesters. Cancellation of meetings for lack of business to be conducted shall be made known to the electorate of the College.
- B. A quorum shall consist of two-thirds of the voting membership of the Council. A quorum is required for any business to be transacted.
- C. Decisions shall be arrived at by a majority of those present and voting, except for proposed amendments to the constitution, per section VII.
- D. At its first meeting of the Fall semester the Council shall elect its officers. This meeting will be presided by the Council Chair of the preceding year.
- E. Meetings shall be open to all members of the University community, but participation is limited to representatives unless the presiding officer invites a non-member of the Council to speak on a particular issue.

- F. The Dean will make it a priority to attend all College Council meetings to provide a direct means of communication with the council members. The Dean will provide updates and answer questions.
- G. The Executive Committee may convene a special session of the Council when necessary and will be required to do so when requested by the Dean.
- H. The Council may request the Dean to call a meeting of the faculty electorate as a whole to respond to issues facing the College or University. The faculty electorate may then be polled for their opinions on a matter.

V. Responsibilities of the Council

The Council shall have the right to advise the Dean on matters concerning the College. These matters may include but are not limited to:

- A. Reviewing departmental standards and procedures for evaluation of faculty for consistency among units.
- B. Reviewing standards and procedures for, and participating in, periodic evaluations of department heads and college administrators.
- C. Advocating for faculty, including their teaching, scholarship, inclusive excellence, professional development, and professional ethics.
- D. Establishing and maintaining a grievance and misconduct committee per the Faculty Handbook. The committee will be formed per the Constitution by-laws.
- E. Establishing standing and ad hoc committees, as per the by-laws.
- F. Advising on college-wide budget and planning issues, including:
 - 1. Matters relating to college organization, budget, facilities and planning;
 - 2. Enrollment trends and budget allocations;
 - 3. General oversight, direction and priorities of the college;
 - 4. Recommendations affecting the university beyond the college level;
 - 5. Recommendations to the appropriate university or Faculty Senate committee;
 - 6. Communication of information, recommendations and decisions to the faculty of the college;
 - 7. Fund-raising priorities for the College.

- G. Advising the Dean on current and future personnel needs at the college level (e.g., Associate/Assistant Deans, grants administration, tech and instrument support, cross-departmental cohort hires, etc.). The Council shall not advise on any existing personnel or personnel matters in the College (e.g. individual evaluations). The Council may be invited, or can request to participate, in a search process but is not guaranteed a role in any search process.
- H. Helping facilitate collaboration with other colleges and programs as appropriate.
- I. Consider matters brought to the CSM College Council by other governance bodies, e.g., Faculty Senate, FRAC, IE Council, other College Councils and pass on to other governance bodies, as appropriate, issues, recommendations or other matters arising in the CSM College Council.

VI. By-Laws

The by-laws of this Constitution shall be approved by the Council by a two-thirds vote of all the voting members of the Council.

VII. Amendments

Amendments to this Constitution may be proposed by two-thirds of the voting members of the College Council or by petition of 25% of the electorate of the College. Ratification of a properly proposed amendment shall be by action of a simple majority of the electorate of the College.