

By-laws
for the
Constitution of the Boston University Faculty Assembly
and
Faculty Council

I. Membership and Voting Rights in the Faculty Assembly

1.1 Identification of Faculty Assembly members

- a. On or before October 15 and February 15 of each year, the Credentials and By-laws Committee of the Faculty Council shall review and recommend a list of all faculty who are eligible for membership in the Faculty Assembly on a date as near to those dates as practicable. The list shall include the name, status, school or college affiliation and mailing address of each faculty member who meets the criteria established in Article III of the Constitution and this by-law.
- b. At the first meeting of the Faculty Council following this review by the Credentials and By-laws Committee, the Committee shall report its review and recommendation of the list of members and request the Faculty Council to certify, by majority vote, the membership and voting status of the faculty for the Faculty Assembly. Such certification shall remain in effect until the list is amended or a new list is certified by the Faculty Council. Additions or deletions to the list of members may be adopted by the Faculty Council or the Faculty Assembly only upon recommendation of the Credentials and By-laws Committee. Such additions or deletions may concern membership or voting status or both.
- c. To facilitate activities of the Faculty Assembly, when appropriate, a tentative membership list may be used by the Faculty Council and Assembly for mailing and other similar purposes. This tentative list shall be prepared by the Credentials and By-laws Committee. In no case, however, shall the privileges of Assembly membership be exercised by an individual unless and until the membership and voting status of the individual have been certified.

1.2 Determination of Voting Privilege

- a. In determining the membership and voting status of the members of the faculty, the Credentials and By-laws Committee shall consult with the records of the Employee Information System, the Office of the Provost, (or any successor system assigned the same tasks as that one) and the offices of the deans of the various schools and colleges. Information gathered from these sources may be verified by questionnaire mailed to the faculty or the deans.
- b. Members of the faculty of Boston University whose appointments fall within the following criteria shall be members of the Faculty Assembly for a term specified in (c) below.
 - i. receiving pay from the University or rendering professorial services equal to or exceeding a .25 full time equivalent (FTE), as determined by the Provost;
 - ii. holding an appointment as professor, associate professor or assistant professor on a regular, clinical, or research basis, and on a regular permanent, visiting adjunct or emeritus basis, and
 - iii. providing services to the University in the vicinity of the Boston campuses and not on leave or overseas.
- c. The faculty whose appointments satisfy the criteria of 1(b) shall retain membership in the Faculty Assembly throughout the academic year following the appointment, unless and until
 - i. the appointment with the University is terminated;
 - ii. a leave of absence is initiated; or
 - iii. the appointment is transferred to an overseas program.

Upon return from the leave or an overseas appointment a faculty member shall become a member of the Assembly if the criteria in (b) above are met. Notwithstanding the foregoing, any faculty member whose appointment satisfies the criteria of 1(b), who is on leave of absence, whether unpaid or as a sabbatical, and who informs his dean or department of his availability to remain an active Assembly member during any semester of his leave, shall continue to be a member of the Faculty Assembly for such semester.

- d. All members of the Faculty Assembly shall have voting status as follows:
 - i. Those whose services to the University will equal 1.00 FTE shall have one vote each.

- ii. Those whose services to the University are less than 1.00 FTE shall have one half-vote each.

All votes shall be taken and tallied in the Faculty Assembly on ballots marked to indicate whether it is full or half votes and comparing that total to the total of full and half votes that could have been cast if every franchised faculty member were present.

- e. When the faculty of a college or program wishes membership in the Faculty Assembly to be extended to faculty members of the college or program from membership by virtue of rank or title, the faculty may petition the Faculty Council. The petition should give:
 - i. The specific rank and title of the faculty for whom membership is sought, the criteria used by the college or program for appointment and promotion of such faculty and the conditions of their service, including their full or part-time status and their voting privileges, if any, in the faculty of the college or program.
 - ii. The number of faculty for whom membership is sought (and the average number of such faculty for each of the preceding five [5] years) and the numbers of other faculty (by rank and title) in the college or program holding half and full voting membership, respectively, in the Faculty Assembly (and the numbers of such Assembly faculty for each of the preceding five [5] years).
 - iii. The reasons why the petitioning faculty requests that membership in the Assembly be awarded, and the present basis in the Constitution and/or By-laws for exclusion of the faculty from membership in the Assembly.
 - iv. The process by which the petition was developed and approved by the petitioning faculty.
 - v. Any other information which might assist the Faculty Council to reach its decision, including the anticipated influence of the proposed change on representation of the college or program in the Faculty Council.

The Faculty Council Committee on Credentials and By-laws shall review each petition promptly (within six [6] weeks of receipt) and make recommendations to the Faculty Council. Recommendations may include stipulations for membership, or continued membership, the Assembly category or categories of faculty members described in the petition.

Upon recommendation by the Committee on Credentials and By-laws, the Faculty Council may vote to extend membership in the Faculty Assembly to the faculty members on whose behalf the petition was submitted.

Representatives to the Faculty Council from the faculty which submitted the petition shall not participate in the vote.

The Faculty Council may not withdraw membership in the Assembly from categories of faculty members to which is has been extended, but may submit recommendations for such action to the Assembly: all members of the Assembly from the school(s) or program(s) concerned may participate in the Assembly vote to decide on any such matters.

- 1.3 Determination of the Number of Representatives for each School, College or Other Faculty
- a. For the purposes of electing the proper number of representatives from each school or college pursuant to the Constitution, the officers of the Faculty Council shall use the February 15 membership list, as certified by the Faculty Council. The number of full vote equivalents attributed to each school or college by that list shall be announced following certification.
 - b. A member who holds multiple faculty appointments shall have his vote attributed to the school or college which receives the largest portion of his services, and if he has two or more appointments equal in weight, to the school determined by the choice of the faculty member.
 - c. In cases where the membership list does not show a scholar college designation for a member, the Credentials and By-laws Committee shall, after consultation with each such member and, after following procedures outlines in 1.2 (a) above, make a determination, before February 15, of which school or college each such member shall have his vote attributed.
 - d. Although the number of full vote equivalents attributed to schools and colleges may change during the year due to amendment or re-certification, the distribution of representatives as determined from the February 15 list approved by the Faculty Council shall remaining effect for the full year following the annual election of representatives.

2. Standing Committees

2.1 General

The Faculty Council establishes the Standing Committees set forth below. The composition, existence and duties of each of the standing committees shall be reviewed by the Executive Committee in accordance with Article XIII Section 3 of the Constitution. If for any reason a member of one of the standing committees fails or ceases to serve prior to the expiration of his term of office, the Faculty Council may nominate and elect a new member to serve until the next election but shall not be obligated to do so unless the vacancy reduces the number of committee members to a number less than that required by these by-laws.

The chairman of each standing committee shall be elected by the Faculty Council for a two-year term from among the members of the Faculty Assembly following nomination from the Nominating Committee or from the floor at a meeting of the Faculty Council. Each chairman shall be considered to be a member of his committee for all purposes. If for any reason a chairman fails or ceases to serve, then the nominating procedure described in Article XIII, Section 2 of the Constitution shall be followed and a new elections shall be held by the Faculty Council to fill the chairmanship for the un-expired term.

In the initial election of regular committee members under the Constitution or on the occasion of any subsequent enlargement or reduction in the members of any Standing Committee, the Faculty Council shall establish such tenures, less than the regular tenure on the committee established by these By-laws, so as to produce approximately equal numbers of annual vacancies in the membership of each committee. Regular tenure for membership on Standing Committees shall be for two years.

Each Standing Committee shall submit a written, annual report to the Faculty Council. Each academic year the Faculty Council and each Standing Committee shall, after a process of mutual consultation, develop a particularized charge and description of goals and tasks within which the Committee shall operate until further directed by the Faculty Council.

As adopted May 17, 1983, and amended, January, 1990 and October, 1992.