

Metropolitan College Constitution

Article I. Preamble

Metropolitan College is designed to meet the educational needs of adults who are unable, or do not desire, to attend a full daytime schedule of classes. The College has combined the University's standards of excellence with an academic program that is responsive to its students' interests and commitments. The quality, flexibility, and scope of the course offerings attract students with a broad range of educational needs. The College awards both undergraduate and graduate degrees.

The faculty of the College assumes the responsibility given to it by the University Council and the Board of Trustees of the University, whose mandate is that "Each faculty determines the academic policies and procedures of its own School or College."

Article II. Governance of the College

Section A. Metropolitan College Council

1. The Metropolitan College Council is the legislative body of the College. It reviews and votes on all major administrative and academic issues that come before the College. Academic issues include, but are not restricted to, new degree proposals, major changes in existing degree programs, degree requirements, and core curriculum issues.
2. The Council reviews and approves credentials of undergraduate and graduate students for purposes of granting degrees upon recommendation of the faculty of Metropolitan College.
3. The Council adopts the Constitution of Metropolitan College and amendments thereto under procedures specified below in Article III of this Constitution.
4. The Council votes on membership to all elected committees of the College and is empowered to create ad hoc committees, as it deems necessary. Any member of the Council may nominate another member at Council meetings for candidacy to all elected committees of the College.
5. Membership in the Council includes: those faculty members with a primary appointment (fifty percent or more base salary derived from the College); deans; academic program or department coordinators, directors, directors of special programs, or

chairpersons; a member of the Undergraduate Student Services Office selected annually by the Dean of the College; and the Director of Special Programs. All members of the Council shall have a vote. Members on leave or sabbatical shall retain their vote during periods of such absence from College responsibilities. The Dean of the College ensures that all members serving overseas or in distant locations from the main campus be provided timely announcements of Council meeting agenda and an opportunity for comment and voting privileges to be recorded and presented by the date and time of Council meetings.

6. Membership in the Council also extends to selected part-time faculty. Faculty holding adjunct professorial rank are eligible for Council membership. Part-time lecturers are also eligible for two-year Council membership terms, based on the following criteria:

a) Departments with course enrollments of over 700 may elect one part-time lecturer to the Council for each 700 College enrollments; b) One part-time lecturer is elected at large to serve on the Council. Nominations for the at-large seat are made by the Nominating Committee and voted upon by the Council.

7. The Council shall meet at least once each semester at a time and place determined by the Dean and Executive Committee (the Executive Committee is described in Section B 2) of Metropolitan College. The Dean, in consultation with the Executive Committee, shall prepare the agenda for Council meeting and distribute it to all voting members of the Council at least seventy-two hours in advance of the meeting.

8. The Dean and the Executive Committee of Metropolitan College may call special meetings of the Council, as they deem necessary. In addition, the Executive Committee must convene a special meeting of the Council upon request of any five members of the Council. Special meetings must be announced at least twenty-four hours in advance.

9. The Dean or an Associate Dean of Metropolitan College shall preside at Council meetings; when unable, the Dean shall designate a member of the Council to preside at Council meetings. When a vacancy exists in the Office of the Dean, the Executive Committee shall designate a member of the Council to preside at Council meetings.

10. A majority of the membership of the Metropolitan College Council designated above in Article II, Section A-5 of this Constitution shall be necessary, as a quorum, to transact the business and voting of the Council. Members on leave, sabbatical, overseas, or in distant locations not present at the site and date of Council meetings shall be excluded from determination of a quorum to transact business. Voting transactions of the Council shall be deemed affirmative only upon receipt of affirmative votes cast by a majority of those voting members: 1) present at a qualified meeting of the Council, and 2) not present by virtue of leave, sabbatical, overseas, or in distant locations but formally recording a vote prior to the start of Council meetings.

Section B. Committee Structure of the College

The committee structure of the College consists of elected, appointed, and status committees. Consistent with other provisions of the Constitution, these committees shall

establish, and may from time to time modify procedures for the conduct of their respective committee affairs. Committee membership shall consist of members of the Metropolitan College Council and shall be selected in accordance with the provisions of this section of the Constitution. Committees are empowered to create advisory subcommittees and ad hoc committees as they deem necessary which may include non-members. Elected committees shall have prepared minutes of their meetings for distribution to the membership of the Metropolitan College Council. Vacancies occurring in committee membership shall be promptly filled in the manner of their original selection and for the duration of the term of the vacant position. Committee memberships shall reflect the broad diversity of degrees, programs, and disciplines of the Metropolitan College.

Elected Committees

1. Nominating Committee

The Nominating Committee shall consist of three members selected by a vote of the Council to serve one-year terms commencing with the annual fall academic semester. The Committee shall be responsible for nomination of Council members to all elected committees of the College for approval by majority vote of the Metropolitan College Council at its last spring academic semester meeting. The Committee may also nominate candidates for appointed committees and shall nominate candidates for vacancies to elected committees as may be necessary. The Nominating Committee will encourage, where appropriate, a rotation of membership terms for various committees to encourage new input in annual committee deliberations.

2. Executive Committee

The Executive Committee shall consist of four members selected by a vote of the Council to serve one-year terms and the deans of the College. All members shall have a vote, and the Dean shall serve as chairman of the Committee. The Executive Committee will act as the main advisory body to the Dean on administrative matters and broad issues of academic concern, including such matters as the structure of the College, budget, personnel policy, and student affairs. The Committee shall meet during the academic year and shall serve as a principal communication channel between members of the Metropolitan College Council and the administration of the College.

3. Academic Policy Committee

The Academic Policy Committee shall consist of nine members selected by majority vote of the Council to serve one-year terms, and three ex officio members: the Dean or the Associate Dean for Academic Affairs, and a representative of the Office of Undergraduate Student Services as designated by the Dean. The Dean's office shall schedule the initial fall semester meeting of new Committee members in September, at which time they shall select a chairman. The Committee shall be responsible for the determination of the academic policies of the College, including such matters as approval

of new courses, review of existing courses, review of new and existing degree programs, variance, and other academic concerns. The Committee shall meet during the academic year and shall serve as the principal academic policy-coordinating unit among members of the Metropolitan College Council and the various academic programs of the College. The APC shall, consistent with Article II, Section A (1), refer its recommendations on major issues to the College Council for discussion and final approval.

4. Merit Review Committee

The Merit Review Committee shall consist of five members selected by affirmative vote of the Council to serve one-year terms. All members shall have a vote. The Dean shall schedule the initial annual meeting of new Committee members, at which time they shall select a chairman. The Committee shall be responsible for examining material supplied by faculty members and for making recommendations for merit increases, on the basis of set criteria, to the Dean of Metropolitan College. The Committee serves as the peer review body of the faculty of the College. The Committee shall meet as necessary during the year and shall not reveal the names of individual faculty members in the preparation of minutes for distribution to the membership of the Metropolitan College Council.

Appointed Committees

5. Affirmative Action Committee

The Affirmative Action Committee shall consist of three members appointed by the Dean upon nomination by the Nominating Committee to serve one-year terms. The Committee is responsible for ensuring that affirmative action guidelines are followed in faculty searches and in committee assignments of the College. The Committee shall meet as necessary during the year.

6. Academic Standing Committee

The Academic Standing Committee shall consist of the Associate Dean for Academic Affairs, the Assistant Dean for Student Services, the Director of the Office of Undergraduate Student Services and Student Services, and as many other members of the faculty or staff as may be desired from time to time by the Dean. The Committee shall be responsible for the enforcement of Metropolitan College's academic policies for undergraduate students. The Committee shall meet at the conclusion of each semester to review each undergraduate record in order to place students on probationary status, suspend or academically dismiss students in conjunction with the academic policies and procedures of the College.

7. Student Academic Conduct Review Board

The Student Academic Conduct Review Board is established within Metropolitan College to hear charges of academic misconduct or violations of the Metropolitan

College Code of Academic Conduct by students. The Board shall determine innocence or guilt of violations of the Code and prescribe appropriate sanctions in determinations of guilt consistent with the Code. The Board shall consist of seven members appointed by the Dean drawn from the faculty, administration, and students of the College. The Chairman of the Board will be a member of the faculty appointed by the Dean. The Board will conduct its business consistent with the Student Academic Conduct Code as approved and amended by the Metropolitan College Council.

Status Committees

8. Appointments, Promotion and Tenure Committee

The Appointments, Promotion and Tenure Committee shall consist of members of the faculty appointed by the Dean. The Committee is responsible for making recommendations to the Dean of the College concerning all tenure cases and promotion requests and nominations by faculty of the College consistent with the University policies and procedures in this area as described in the Faculty Handbook of Boston University.

9. Program Directors Committee

The Program Directors Committee shall consist of all academic program or department coordinators, directors, or chairmen. The Committee is responsible for the overall academic conduct and coordination of all degree programs of the College. The Committee will act as the advisory body to the Dean and Associate Dean on matters concerning academic programs of the College. The Dean or Associate Dean shall serve as chairman of the Committee. The Committee shall meet at least once per semester.

Article III. Adoption and Amendment to the Constitution

Section A. Adopting of the Constitution

This Constitution of Metropolitan College shall be deemed adopted as the basic structuring and governing document of Metropolitan College at Boston University upon receipt of an affirmative vote of adoption by two-thirds of the full number of individuals who would be eligible for membership in the Metropolitan College Council as proposed above in Article II, Section A-5 of this Constitution at this time of the vote of adoption. The Constitution shall be effective immediately upon receipt of the required vote.

Section B. Amendment to the Constitution

Amendments to this Constitution may be proposed by the Executive Committee or upon the written request of five members of the Metropolitan College Council. All amendments to this Constitution must be adopted by an affirmative vote of two-thirds of the full membership of the Metropolitan College Council meeting in general or special session. The Dean, upon receipt of any written request for a proposed amendment to this Constitution, shall distribute a copy of the full text of the proposed amendment to each member of the Council at least two weeks in advance of the scheduled Council meeting, during which the proposed amendment will be acted upon. All written requests for proposed amendments shall be placed on the agenda of the next scheduled general meeting of the Council, or upon the agenda of a special meeting of the Council, or upon the agenda of a special meeting of the Council if such a meeting is demanded within the written request, provided that no amendment to this Constitution may be adopted within two weeks between the date of distribution of the proposed amendment text to Council membership and the scheduled date of the Council meeting which includes the proposed amendment distributed to the full Council membership. Proposed amendments receiving the required affirmative vote of the full Council membership shall become effective at the time fixed in the amendment or, if no time is therein fixed, thirty days after its adoption.