

Constitution of Metropolitan College and Extended Education

(As approved Friday September 28, 2007)

Article I. Preamble

As one of the schools and colleges of Boston University, Metropolitan College and Extended Education (consisting of the degree-granting body of Metropolitan College together with its administrative departments in extended education referred to henceforth as the "College") combines the University's standards of excellence in teaching and research with academic programs and offerings that are responsive to student's interests and commitments. The quality, flexibility, and scope of the course offerings attract students with a broad range of educational needs who desire continued educational development and prefer convenient, flexible, and innovative delivery formats. The College and its Faculty focus on a wide variety of fields. The College's hallmark is its academic programs, which are characterized by their quality and rigor and are distinguished by their special emphasis on responsiveness to changing societal, institutional, and professional needs. The strength of the College's academic programs is maintained and guided by the educational teaching and research expertise of its full-time faculty.

The Faculty and administration of the College assume the responsibility given to them by the University Council and 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. The Faculty Council

1. The College Faculty Council (the "Faculty Council") is the legislative body of the College. It reviews and votes on all major academic issues that come before the College. Academic issues include, but are not restricted to, new proposals including credit bearing degrees, certificates, and diplomas; significant changes in such existing programs, the termination of such existing programs, and curricular and academic policy issues that transcend individual academic departments. Items shall be placed before the Faculty Council by the Chair of the Faculty Council, the Executive Committee, by the report of the Committees as outlined in Section B below, or upon the request of any ten members of the Faculty Council.
2. The Faculty Council reviews and approves credentials of undergraduate and graduate students for purposes of granting degrees upon recommendation of the faculty of the College.
3. The Faculty Council adopts the Constitution of the College and amendments thereto under procedures specified below in article III of this Constitution.

4. The Faculty Council votes on membership to all elected committees of the College and is empowered to create ad-hoc committees, as it deems necessary. Ad-hoc committees shall report their work to the Executive Committee (defined below in section B(2)) and to the full Faculty Council upon the recommendation of the Executive Committee.
5. Voting Membership in the Faculty Council includes those full-time faculty members with a primary appointment (fifty percent or more of their base salary derived from the College) and other Boston University faculty who have a professorial title at Metropolitan College and also serve as directors or chairs of an academic program at Metropolitan College. Additional full-time Boston University faculty with an appointment in the College shall be non voting members. The Dean, Associate Dean(s) and Assistant Dean(s) of the College shall be non-voting members of the Faculty Council unless they shall also have a full-time faculty appointment, as defined above, and in such case will possess voting rights. Each member of the Faculty Council shall have one vote. Members on leave or sabbatical shall retain their voting privilege during such periods. Such members of the Faculty Council on sabbatical or leave may designate another member of the council to serve as proxy only by written letter to the Chair of the Faculty Council no later than 24 hours prior to a Faculty Council meeting.
6. Both the Chair of the Faculty Council and the Executive Committee shall be authorized to extend invitations to non- Faculty Council members to attend meetings of the Faculty Council. Such participants shall be considered non voting guests. The Faculty Council must meet at least once per semester at a time and place designated by the Chair of the Faculty Council, upon the advice and consent of the Executive Committee.
7. The Dean of Metropolitan College and Extended Education ("the Dean") shall serve as chair of the Faculty Council and is responsible for conducting the Faculty Council meetings. When the Dean is unavailable, an Associate Dean of the College, designated by the Dean, may serve as acting chair of the Faculty Council. In the event that neither the Dean nor an Associate Dean is available, the Executive Committee may designate one of its members to serve as acting chair. The agenda for Faculty Council meetings shall be determined by the Chair of the Faculty Council upon the advice and consent of the Executive Committee. An agenda item must be added upon the written request of 20% of the membership of the Faculty Council provided that request is made at least one week prior to a scheduled Faculty Council meeting. In such cases the Chair will provide advance notification to the full Faculty Council membership of the proposed agenda item at least 72 hours prior to the meeting. The Chair of the Faculty Council shall be responsible for timely notification of Faculty Council members of upcoming meetings. The Chair of the Faculty Council ensures that all members who are serving the College at remote locations from the Boston Campus are provided timely announcements of Faculty Council meetings and are provided an opportunity to present comments on agenda topics and their voting privileges to be extended in written form prior to the Faculty Council meeting.

8. The Chair of the Faculty Council, upon the advice and consent of the Executive Committee, may call special meetings of the Faculty Council, as they deem necessary in accordance with procedures articulated above. The Chair and the Executive Committee must convene a special meeting of the Faculty Council upon the written request of 20% or more members of the Faculty Council membership. Special meetings must be announced at least 72-hours in advance.
9. A majority of the full voting membership of the Faculty Council shall be necessary, as quorum, to conduct the business and voting of the Faculty Council. Voting transactions of the Faculty Council shall be deemed affirmative only upon receipt of affirmative votes cast by a majority of the full membership of the Faculty Council voting at a qualified meeting of the Faculty Council and those members on leave, sabbatical or at a distance from the Campus who have provided a written recording of their vote prior to the start of a Faculty Council meeting.
10. The Faculty Council may convene in *executive session* upon a two-thirds affirmative vote of the full voting membership. Such a motion may be introduced by any voting member of the Faculty council and must be seconded by another voting member of the Council. During an executive session, only voting members of the Faculty Council may be present and such session will be chaired by a designated alternate Faculty Council chair selected by the Executive Committee each academic year at the first meeting in September. Such alternate chair will be selected from among the faculty members of the Executive Committee by majority vote. At the conclusion of an executive session, the alternate chair will immediately inform, by written report, the Dean and Executive Committee of any formal action taken by the Faculty Council during that session.

Section B. Committee and Board Structure of the College

The Committee and Board structure of the College consists of elected, appointed, and status committees and boards. Consistent with other provisions of the Constitution, these committees and boards shall establish, and from time to time, modify procedures for the conduct of their affairs. Committee and Board membership shall consist of members of the Faculty Council as defined above and shall be selected in accordance with the provisions of this section of the Constitution. Committees are empowered to create advisory subcommittees as they deem necessary. Elected committees shall have prepared minutes of their meetings for distribution to the membership of the Faculty Council. Committees shall report to the Faculty Council or Dean of the College as defined below.

Elected Committees

1.) Nominating Committee

The nominating committee shall consist of three members of the Faculty Council whose term will commence with the annual Fall academic schedule. The committee shall be responsible for the nomination of Faculty Council members to those committees of the College as specified in this constitution as elected committees, and to nominate a MET representative to the University's Faculty Council, consistent with its appointment schedule. The nominating committee may also nominate candidates for appointed committees and shall nominate candidates to fill unexpected vacancies to elected committees as may be needed. The nominations will be presented annually at the concluding Faculty Council meeting of the Spring semester. The recommendations of the nominating committee must be approved by a majority of the full membership of the Faculty Council. Any Faculty Council member is free to propose alternate committee nominations during the voting process. In considering nominations, the committee will seek to balance the benefits of continuity in committee memberships with academic diversity and the benefits of new perspectives.

2.) Executive Committee

The Executive Committee of the College shall consist of the Deans of the College plus non decanal members of the College Faculty Council whose number shall be determined by the number of decanal members plus one unless that number be fewer than four, in such case, the minimum number of non decanal Faculty Council members appointed to the Executive Committee shall be four. All members of the Executive Committee shall have a vote, and the Dean shall serve as chair of the Executive Committee. The Executive Committee will serve 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 and shall fulfill its role as outlined throughout this Constitution. The Executive Committee shall meet regularly during the academic year and shall serve as the principal communication channel between members of the Faculty Council and the administration of the College. Members of the Executive Committee shall be expected to focus on the broad interests of the College as a whole.

3.) Academic Policy Committee

The Academic Policy Committee (APC) shall consist of seven members selected by majority vote of the Faculty Council to serve one-year terms and three ex officio and non voting members: the Dean, the Associate Dean for Academic Programs, and the Assistant Dean charged with administrating the student affairs of the College. The Dean's office will schedule the initial meeting of the year for the beginning of the Fall academic year at which a Chair shall be selected by from the committee's membership by vote. Until the election of a chairperson, the Associate Dean for Academic Programs or another representative selected by the Dean shall serve as acting chair including establishing the agenda for the first meeting of the academic year. The Academic Policy Committee shall be responsible for the determination of academic policies of the College, including such matters as the review, approval, and recommendation of new and existing academic courses and credit bearing degree programs, diplomas, and certificates as well as proposed revisions of such existing courses and programs. The APC, consistent with Article II, Section A (1), will refer its recommendations on major issues to the full Faculty Council for final approval which shall be achieved by a majority vote of the Faculty Council. Such submission to the full Faculty Council must include new degree programs, significant changes in existing degree programs usually considered a revision of more than 20% of the academic requirements of a program, termination of existing degree programs, and any core academic requirements that are College-wide or involve multiple programs or degree categories. The Academic Policy Committee may also make recommendations to deans and academic program directors/chairs for the review of existing courses, programs, and academic procedures.

4.) Merit Review Committee

The Merit Review Committee shall consist of no fewer than five members of the Faculty Council elected by affirmative vote of the Faculty Council to serve one-year terms commencing with the start Fall academic semester. The Dean shall schedule the initial meeting of the committee at which a chair shall be selected from among its members by majority vote. The Committee shall be responsible for examining material supplied by faculty members and making recommendations to the Dean of the College. The committee serves as 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 under review in the preparation of the minutes for distribution to the membership of the Faculty Council.

Appointed Board

5.) Academic Conduct Review Board

The Academic Conduct Review Board is established within the College to hear charges of academic misconduct or violations of the College Student Academic Conduct Code by students. The Board shall determine innocence or guilt of violations of the Code and prescribe appropriate sanctions in determination of guilt consistent with the Code. The Board shall consist of seven or more members appointed annually by the Dean of the College drawn from the faculty and administration of the College. The Chair of the Board will be a member of the Faculty appointed by the Dean. The Chair, in cooperation with the Dean's office, is charged with administering the Board consistent with the Student Academic Conduct Code. Any vacancies in the Board that may occur during a term shall be filled by the Dean and in the event that the Chair may be unable to preside over a particular Hearing, the Dean shall designate an alternate.

Status Committees

6.) Appointments, Promotion, and Tenure Committee

The Appointments, Promotion, and Tenure Committee shall consist of three (3) members of the full-time Faculty appointed by the Dean. The Committee is responsible for making recommendations to the Dean of the College concerning all appointments to the full-time faculty of the College at rank above Assistant Professor; 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.

7.) Academic Program Chairs and Academic Directors Committee

The Academic Program Chairs and Academic Directors Committee shall consist of the chairs of academic departments and the directors of academic programs. The Committee is responsible for the overall academic management 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 the academic programs of the College. The Dean or Associate Dean for Academic Programs of the College shall serve as chair of the Committee. The Committee shall meet at least once a semester.

Section C. Decanal Structure of the College

The Dean shall be appointed by the Corporation upon the recommendation of the University President and shall serve at his or her pleasure. Associate and Assistant Deans of the College shall be appointed by the Dean and Provost of the University. The Deans are charged with administering the College consistent with this Constitution and the established governance policies and procedures of the University.

Article III Adoption and Amendment to the Constitution

Section A. Adopting of the Constitution

This Constitution of the College shall be deemed adopted as the basic structure and governing document of Metropolitan College and Extended Education at Boston University upon receipt of two-thirds of the affirmative vote of the full voting membership of the Faculty Council as defined above. 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 ten members of the Faculty Council. All amendments to this Constitution must be adopted by an affirmative vote of two-thirds of the full voting membership of the Faculty Council at a meeting in general or special session. The Dean, upon 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 Faculty Council, at least two weeks in advance of the scheduled Faculty 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 Faculty Council, or upon the agenda of a special meeting of the Faculty 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 the Faculty Council membership and the scheduled date of the Faculty Council meeting which includes the proposed amendment distributed to the full Faculty Council membership. Proposed amendments receiving the required affirmative vote of the Faculty Council membership shall become effective at the time fixed in the amendment or, if no time is therein fixed, thirty days after its adoption.