

Bylaws of the Jess and Mildred Fisher College of Science and Mathematics
Ratified by the Academic Senate, October 5, 2026

1) General Considerations for Standing Committees

- a) The committee structure of the Council shall be based upon the guiding principles of faculty-student shared governance, and, in addition, on the necessity for a committee structure that provides efficiency and establishes clear lines of authority and responsibility.
- b) Except as mandated by the Academic Senate, committees are agents of the Council, are responsible to the Council and shall submit their recommendations to the Council.
- c) In general, committee meetings shall be open except when matters concerning evaluation of faculty or students are involved.
- d) New committees may be formed, and present ones abolished by the Council as needed provided such action conforms to the Academic Senate policy.
- e) Each new committee shall, within two months of its formation (unless a different date is stipulated by the Council in creating the committee), submit its statement of duties and rules of procedure to the Council for approval. The statement of duties and the rules of procedure must be consistent with the motion creating the committee and with College Council and Academic Senate policy.

2) Operating Procedures for All Standing Committees

- a) Terms and Time of Election or Appointment
 - i) The terms of office for elected committees are three years for a faculty member and one year for a student.
 - ii) New committee members are elected or appointed (depending upon the committee) in the spring for the following fall; appointments may continue into the summer.
- b) Officers
 - i) Officers, which must include a chair, who also serves as a liaison to the Council, and a secretary.
 - (1) The duties of the chair include:
 - (a) organizing and leading meetings and other work related to the committee that occurs outside of meetings;
 - (b) following, revising, and maintaining procedures related to the committee, and keeping updated records of committee procedures within the secure electronic file sharing folder (e.g., SharePoint) provided by the Council;
 - (c) serving as a liaison to the Council, engaging in bi-direction communication with the Council Chair to, for example, provide updates about committee work, communicate about the annual report, etc.; and
 - (d) writing and submitting the annual report.
 - (2) The duties of the secretary include the recording of minutes, including attendance, and maintaining updated minutes within the committee's secure electronic file sharing folder provided by the Council.
 - ii) All officers serve for a one-year term.

- c) Meeting Frequency, Operation, and Voting
 - i) Meetings must occur at least once per academic semester.
 - ii) Robert's Rules of Order are followed.
 - iii) Votes are to be recorded at least by number.
 - iv) A quorum-number is a simple majority of the number of voting members on the committee.
- d) Documentation and record keeping
 - i) Each committee is expected to maintain a folder within the Council's secure electronic sharing site (e.g., SharePoint) that includes meeting minutes, committee procedures and policies, and the annual report.
 - ii) Committees that work with sensitive documents (e.g., the Promotion and Tenure Committee) should keep these sensitive documents in a separate location.
- e) Annual report
 - i) An end-of-year report is to be submitted by May 31 to the Council by its inclusion in the committee's secure electronic sharing site. Once uploaded, the committee chair/liaison must notify the Council Chair that it has been submitted.
 - ii) The report shall contain an outline of major accomplishments, substantive changes in procedure, and significant problems which need attention.

3) Standing Committees of the Council with Elected Representatives

- a) **Promotion and Tenure Committee.** The composition, election and duties of the Promotions and Tenure Committee are listed in the appropriate section of the FCSM Promotion, Tenure/Reappointment, and Merit Committee Policies, Procedures, Criteria and Standards document; the Towson University Policy on Appointment, Rank, and Tenure of Faculty document; and the Towson University Faculty Handbook. An additional proviso is that the Assistant and Associate Deans of the College are also excluded from service on this committee. The Chair of the committee shall be determined by the committee. If there are no volunteers, the chair of the Promotion and Tenure Committee will be an individual with the most experience on the committee, typically an individual in their third year of service.
- b) **Curriculum Committee**
 - i) Composition and Selection
 - (1) The Curriculum Committee shall be composed of five full-time faculty members and two students, with one full-time faculty member elected from each department of the College. The Dean of the College shall serve *ex officio* and in a nonvoting capacity.
 - (2) Graduate program directors and directors of interdisciplinary undergraduate programs shall serve *ex-officio* in a non-voting capacity, and shall be invited to, and expected to participate in, deliberations that focus on their programs.
 - (3) Student membership shall be by appointment by the Council Chair in consultation with the Dean of the College. These appointments should be based on nominations made by the chairs of the departments after consultation with student club officers. Student members must be declared majors within the disciplines of different departments of the College. In the event of a vacancy, the terms shall be filled by appointment by the Dean of the College.
 - (4) The Chair of the committee shall be determined by the committee. If there are no volunteers, the chair of the Curriculum Committee will be an individual with the most experience on the committee, typically an individual in their third year of service.

ii) Responsibilities

- (1) Evaluate all new courses and academic programs, as well as changes to existing courses and academic programs, both graduate and undergraduate, proposed by FCSM departments. Proposals will be considered in a timely manner, and small changes to courses and programs may be approved upon receipt. New courses or programs and major revisions shall be discussed at formal meetings of the committee.
- (2) Uphold College-wide guidelines concerning course and program changes, and disseminate to FCSM departments any changes to similar guidelines at the University level.
- (3) Provide a written outline of the basis for denial of a course or program within the University curriculum system, along with any minority opinion.
- (4) Administer the appeals process. The written basis of the denial, along with a written response from the department, shall serve as a basis for the appeals process.

c) Science, Technology, Engineering, and Mathematics (STEM) Education Committee

i) Composition and Selection. The STEM Education Committee shall be composed of seven STEM education faculty and staff.

- (1) There shall be two faculty representatives from mathematical and computing sciences education (Departments of Mathematics and Computer and Information Sciences).
- (2) There shall be two faculty representatives from biological and physical sciences education (Departments of Biology, Chemistry & Forensic Science, and Physics, Astronomy, and Geosciences).
- (3) There shall be one representative (faculty or staff) each from Towson UTeach and the Towson University Center for STEM Excellence.
- (4) Members shall be elected by and from the full-time STEM Education faculty and staff of each group named above.
- (5) The Chair of the committee shall be determined by the committee. If there are no volunteers, the chair of the STEM Education Committee will be an individual with the most experience on the committee, typically an individual in their third year of service.

ii) Responsibilities

- (1) Provide opportunities for communication and coordination of recruitment, retention, reporting, scheduling, placement, enrollment, and assessment work related to the preparation and professional learning of teachers by FCSM STEM education faculty and staff.
- (2) Communicate mechanisms for dissemination of information and promote collaborative opportunities across FCSM STEM education faculty and staff.
- (3) Serve as a liaison with College of Education and FCSM offices and committees on issues related to STEM Education
- (4) Advocate for, and offer strategic guidance and mentoring to, the FCSM STEM education community.

4) Standing Committees of the Council with Appointed Representatives

a) Elections Committee

i) Composition and Selection

- (1) The Elections Committee shall be composed of three faculty members, each from a different department.
- (2) Membership shall be by appointment of the Chair of the College Council in consultation with department chairs of faculty being considered for appointment.
- (3) The chair of the Elections Committee is the individual on the committee with the most experience on the committee, typically the individual in their third year of service, unless the members unanimously agree otherwise.

ii) Responsibilities

- (1) At the beginning of each fall semester:
 - (a) Review the FCSM Elections Procedures document; if revisions are required, edit and submit changes to the Council for approval.
 - (b) Provide an election plan (including timeframe) to the Council for the academic year for all known upcoming elections for that academic year; include the relevant electorates for each election.
- (2) Conduct elections procedures, including:
 - (a) A nominations and elections phase to fill the positions of outgoing at-large members of the College Council; the College Promotions and Tenure Committee; and the Resource Planning and Advisory Committee (RPAC).
 - (b) Those related to the ratification of the FCSM Constitution or vote to approve changes to the FCSM Promotion and Tenure document.
 - (c) Special elections, if needed, to fill positions vacated by committee members caused by leaves, sabbaticals, sickness, resignations, etc.
- (3) In conjunction with the Dean's Executive Assistant and Council Chair, maintain committee and council membership lists including expiration dates of terms.

b) Scholarship Committee

i) Composition and Selection

- (1) The Scholarship committee shall be composed of one faculty member from each department plus one student.
- (2) Membership shall be by appointment of the Chair of the College Council in consultation with department chairs from each department.
- (3) The Chair of the committee shall be determined by the committee. If there are no volunteers, the chair of the Scholarship Committee will be an individual with the most experience on the committee, typically an individual in their third year of service.

ii) Responsibilities

- (1) Review scholarship applications and provide rankings to the Dean.
- (2) Encourage the establishment of other scholarships within the College.

- 5) Amending Bylaws.** These Bylaws may be amended by a two-thirds vote of the total Council membership providing that the motion to amend was introduced at the regular meeting preceding the one at which vote is taken.