

CONSTITUTION of
THE JESS and MILDRED FISHER
COLLEGE OF SCIENCE AND MATHEMATICS

Adopted May 2003

This Constitution shall provide for the governance of the Fisher College of Science and Mathematics. The faculty, recognizing the full legal authority of the President of the University and his or her Delegates, must take an active role in the guidance and policy-making for the College. A College Council shall represent the Faculty and College community in governing the College.

I. Membership of the Council

- A. The Dean of the College shall serve in a non-voting capacity.
- B. Two departmental representatives shall be elected by and from the faculty members of each department.
- C. Two “Representatives-at-large”, from two different departments, shall be elected by and from the faculty members of the College.
- D. Two student representatives whose declared majors are within the disciplines of different departments of the College shall be appointed by the Council Chair in consultation with the Dean of the College based on nominations of student representatives made by the Chairs of the Departments of the College, student clubs, and the Graduate Student Association. Efforts should be made to have one undergraduate student and one graduate student.
- E. Faculty members of the Council shall be elected for three-year terms. Student representatives shall be appointed for one-year terms.
- F. The college and departmental electorate consists of: 1) full time faculty members who are not acting as full time administrators, and 2) department chairpersons regardless of their teaching load. Faculty members of the Council must be members of this faculty electorate. However, the electorate for the College Promotion and Tenure Committee consists only of those full time faculty members of the College and departments who are in tenured or tenure-track positions.

II. Officers of the Council

- A. The Council Chair, who is a faculty representative, shall be elected by and from the voting membership of the Council. 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, distributing the agenda, minutes and reports to all College faculty, staff, and department Chairs. This officer shall also serve as Recording Secretary for the Executive Committee of the Council.

- D. A Corresponding secretary, who is a faculty representative, shall be elected by and from the voting membership of the Council. The Corresponding Secretary will be responsible for monitoring the committee structure of the College. This person shall receive the minutes of all departments of the College and of all standing committees of the College, shall also receive such materials and documents as disseminated by the University Senate, and shall call to the attention of the Executive Committee matters of import.

III. The Executive Committee

- A. The Executive Committee shall consist of the officers of the Council and the Dean of the College 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's Executive Committee at least one week before the meeting. Agenda items submitted by Council members must be included on the agenda by the second meeting of the Council after submission.
 - 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, to the Member At large of the University Senate Executive Committee, and to appropriate members of the University community.

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. Meetings shall be conducted according to Robert's Rules of Order, except that decisions shall be arrived at by a majority of those present and voting.
- C. A quorum shall consist of two-thirds of the voting membership of the Council. A quorum is required for any business to be transacted.
- D. The May meeting of the Council shall be a joint meeting of the outgoing and newly-elected Councils. The incumbent Chairperson shall preside until the newly elected Council elects its own officers. Only the new Council members may vote for the new Council officers.
- 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 Executive Committee may convene a special session of the Council when necessary and will be required to do so when requested by the Dean, Council Chair, or presented with a petition signed by one-third of the voting members of the Council.

V. Responsibilities of the Council

The Council shall have legislative authority and responsibility in all matters concerning the College subject to the authority of the President of the University and his or her delegates. These matters shall include but not be limited to:

- A. Establishing and reviewing standards of admission to programs of the College where these standards may be more restrictive than those of general admission to the University.
- B. Reviewing the undergraduate and graduate curricula and requirements of the programs and departments.
- C. Maintaining standards and procedures for evaluation of faculty in the process of their appointment, retention, promotion, tenure and merit.
- D. Maintaining standards and procedures for faculty development, productivity, research, and professional ethics.
- E. Establish and review election procedures for the College Council and its committees.
- F. Establishing standing and ad hoc committees.
- G. Advising the Dean of the College regarding academic planning, technology, budget, and human resource allocations.
- H. Determining and promulgating the position of the College faculty on all matters of University import.

VI. By-Laws

The By-Laws of this Constitution shall be approved by the Council by a two-third vote of all the voting members of the Council.

VII. Amendments

Amendments to this Constitution may be proposed by two-thirds of the voting membership of the College Council or by petition of 20% of the electorate of the College or by petition of 10% of those students whose declared majors are within the disciplines of the College. Ratification of a properly proposed amendment shall be by action of a simple majority of the electorate of the College or two-thirds of those voting.

**BY-LAWS of THE CONSTITUTION of
THE JESS and MILDRED FISHER
COLLEGE OF SCIENCE AND MATHEMATICS**

I. Standing Committees

A. General Considerations

1. 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.
2. Except as mandated by the University Senate, committees are agents of the Council, are responsible to the Council and shall submit their recommendations to the Council.
3. Each 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 University Senate policy.
4. New committees may be formed and present ones abolished by the Council as needed provided such action conforms to the University Senate policy.

B. Operating Procedures for Each Committee

1. The terms of office for elected committees are three years for a faculty member and one year for a student. New committee members are selected in the Spring for the following Fall.
2. The first meeting of the incoming committee will be a joint meeting of the new and previous committees and shall be called in May by the Chair of the previous year. Officers, consisting of at least a chair and a secretary, are elected for a one-year term. The duties of the secretary include the recording of minutes, including attendance, and the communication of the minutes to the Council Corresponding Secretary.
3. Votes are to be recorded at least by number.
4. Meetings must occur at least once per academic year.
5. A quorum-number is a simple majority of the number of faculty members on the committee.
6. Robert's Rules of Order are followed.
7. In general, committee meetings shall be open except when matters concerning evaluation of faculty or students are involved. Dates, times and location of College committee meetings shall be publicized by college-wide electronic mail announcement at least one week prior to the meeting.

8. An end-of-year report is to be submitted to the Council Corresponding Secretary by April 15. The report shall contain an outline of major accomplishments, substantive changes in procedure, and significant problems which need attention.

C. Committees of the Council

1. Curriculum Committee

a. Composition and Selection

The Curriculum Committee shall be composed of six faculty members and two students. The Dean of the College shall serve in a nonvoting capacity.

Faculty membership shall be by appointment of the Dean of the College based on nominations of faculty submitted by the departments of the College. At least one and at most two faculty members shall be from any one department. The sixth member should be selected from the faculty that service one of the interdisciplinary programs within the College. In the event of vacancy, the term shall be filled by appointment by the Dean of the College.

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 vacancy, the terms shall be filled by appointment by the Dean of the College.

b. Responsibilities

- i. Provide a written outline of the basis for denial of a course or program to the respective Departmental Chairperson, along with any minority opinion.
- ii. 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.
- iii. Ensure that a quorum, consisting of two-thirds of the voting membership of the Committee, be present in order for a vote to take place.

2. Elections Committee

a. Composition and Selection

The Elections Committee shall be composed of three faculty members, each from a different department. Membership shall be by appointment of the Chair of the College Council in accordance with the [FCSM "Elections Procedures"](#) document.

- b. Responsibilities
 - i. Conduct elections each March to fill the positions of outgoing members of the College Council, the College Promotions and Tenure Committee, and the University Senate.
 - ii. Conduct special elections, if needed, to fill positions vacated by those members of the committees mentioned in Section C.-1. caused by leaves, sabbaticals, sickness, resignations, etc.
 - iii. In conjunction with the Dean's Executive Assistant, maintain committee and council membership lists including expiration dates of terms.

3. Promotions and Tenure Committee

The composition, election and duties of the Promotions and Tenure Committee are listed in the appropriate section of the [Towson University Faculty Handbook](#) with the additional proviso that Assistant and Associate Deans of the College are also excluded from service on this committee.

4. Scholarship Committee

a. Composition and Selection

The Scholarship committee shall be composed of one faculty member from each department plus one student. Membership shall be by appointment of the Chair of the College Council.

b. Responsibilities

- i. Administer College-wide Scholarships and monitor all other scholarships in the College.
- ii. Encourage and help departments establish scholarships.
- iii. Establish college-wide scholarships.

5. Information Technology Committee

a. Composition and Selection

- i. One representative from each academic department which must include: the FCSM representative to the University Senate Academic, Computing/Information Technology Committee and Department representatives, except for the FCSM representative to the University Senate Academic Computing/Information Technology Committee, are to be appointed by the department chairperson.
- ii. One student from FCSM to serve one year terms.
- iii. One representative from the Office of Technology Services (OTS), who will serve ex-officio and be a non-voting member of the committee.

b. Responsibilities

- i. Develop and recommend a College Technology Plan. Both long and short range objectives will be formulated
- ii. Develop technology priorities and objectives for the college.
- iii. Develop and recommend Faculty/Staff technology development plans.
- iv. Advise college on the operation of computer labs, classrooms, and technology centers.
- v. Advise OTS on the deployment technology services and strategies for strengthening communications.
- vi. Input on the Strategic Information Technology Plan for the University.
- vii. Develop strategies for implementing University and subject specific technology standards.
- viii. Input on institutional Information Technology policies and related standards.
- ix. Input on Information Technology operational goals.

II. Amending By-Laws

These By-Laws 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.