

**CONSTITUTION**  
**COLLEGE OF LIBERAL ARTS**

**PREAMBLE**

Towson University has a rich tradition of shared governance that promotes learning, scholarship, service and civic engagement. The College of Liberal Arts College Council and Leadership Council are key advisory bodies.

The legal authority and responsibility of the Board of Regents of the University System of the State of Maryland is delegated to the President of Towson University through the Provost to the Dean of the College of Liberal Arts. The Dean has ultimate administrative and fiduciary authority and responsibility for establishing and implementing college wide policies.

As prescribed in the University of Maryland System's policy on shared governance, the faculty has a central role in the institution's teaching, research, and outreach programs, including the assessment of the quality of these activities through peer review. The CLA Council and the Leadership Council link these faculty responsibilities to the larger administrative structure of Towson University.

The College of Liberal Arts does hereby establish a Constitution and By-laws for the purpose of shared governance in matters relating to student-learning, academic integrity, academic planning, promotion and tenure recommendations, curriculum development, and other issues necessary for the efficient and effective functioning of the College of Liberal Arts. The Constitution and By-laws are created in full recognition of the policies and procedures established by the Board of Regents, the Office of the President, and the University Senate.

## I. The College Council

### A. Definition

A College Council shall be established. Its purpose is to formulate recommendations to the Dean on policies for the general welfare of the College.

### B. Membership

Each department within the College maintains one seat on the College Council. Two at-large members representing the Social Sciences (Psychology, Women's Studies, Family Studies, Sociology/Anthropology/Criminal Justice, Geography, and Political Science) and two at-large members representing the Humanities (Philosophy, History, Foreign Languages, and English) shall be members. Two students shall be members. A faculty representative of CLA Interdisciplinary Programs shall also serve as a member of the CLA Council. The Dean shall be an ex-officio (without a vote) member of the College Council.

### C. Officers of the CLA College Council

The CLA College Council shall have a Chairperson, Vice-Chairperson, and Secretary. The Chairperson shall be a tenured faculty member. Officers shall be elected at the first meeting of the College Council during its September meeting. The Vice-Chairperson shall preside in the absence of the Chairperson.

### D. Responsibilities of the CLA College Council

The Council shall have responsibility to render recommendations in all matters concerning the College, subject to the overriding authority of the University. These recommendations shall include, but not be limited to:

1. Maintaining the quality of academic life and academic standards.
2. Advocating for the rights and privileges appropriate to the departments, faculty and students of the College.
3. Establishing procedures for determining membership in the standing committees.
4. Monitoring all Council committees to address those charges outlined in the Bylaws of the Council.
5. Supporting college-wide activities, facilities-use planning, and fund raising.
6. Evaluating the Dean, consistent with the procedures established by the Office of the Provost.
7. Participating in the selection of the Dean and Associate Dean as provided for by the Provost or Dean. Preferably, the Chairperson of the Council or a representative shall sit with a vote on their search or selection committees.

## II. CLA Leadership Council

A. A CLA Leadership Council shall be established. Its purpose shall be to advise the Dean on matters pertaining to the general welfare of the College and to facilitate communication between the College and departments.

### B. Membership

Members of the CLA Leadership Council are ex-officio (with a vote) and consist of departmental chairs, program directors with a dedicated faculty, and the Chair of CLA College Council. It shall meet regularly but no less than once a month each month of the calendar year. Minutes of its meetings shall be kept and

distributed to the faculty. The Dean, Associate Dean and the Director of Interdisciplinary Studies are members ex-officio (without a vote). The Dean sets the agenda of the CLA Leadership Council with provision for appropriate input from its members.

### C. Responsibilities of the CLA Leadership Council

1. To make recommendations to the Dean regarding policy development and implementation on issues affecting the College.
2. To facilitate communication between departments, programs and the College on matters of policy development and implementation.

## III. CLA Elections

### A. Faculty Electorate of the College of Liberal Arts.

The faculty electorate of the College of Liberal Arts consists of all full-time faculty (full-time lecturers, clinicians, tenure track, and tenured).

### B. Balloting

1. Elections procedures, regardless of form, shall be maintained in a manner which retains the anonymity of the voter.
2. Elections procedures, regardless of form, shall be conducted in a manner which limits the vote to one per elector.
3. Regular elections shall be held during the Spring semester to ensure valid representatives for the following academic year. Special elections and referenda shall be called as needed.

### C. Committee on Elections.

A CLA Elections Committee shall be established by the CLA College Council. Its purpose is to ensure fair and legitimate college-wide elections.

D. Vacancies in Elective Office.

The CLA College Council and all committees shall include procedures in their by-laws to fill vacancies.

IV. Committees

A. The CLA Council shall establish a Committee on Promotion and Tenure, a Committee on Curriculum, a Committee on Technology, a Committee on Diversity and Inclusion, and a Committee on Elections. Such Committees shall be in accordance with policies and procedures established by the Faculty Senate and other University policies pertaining thereto as appropriate to the particular committee.

B. The Council may create other committees as it deems necessary.

C. Standing and Ad Hoc committees shall submit annual reports to the CLA Council by October 15 of each year.

V. By-laws Provision

A. The CLA Council shall adopt by-laws for the governance of its responsibilities and such by-laws shall be approved by a majority of the members of the Council.

B. Any standing or ad hoc committee of the CLA Council shall adopt by-laws for the governance of its responsibilities. Such by-laws shall be approved by a majority of the CLA Council and shall be submitted to the CLA Council when any changes are made.

VI. Amendment Provision

A. Amendments to this Constitution shall be proposed by two-thirds of the members of the CLA Council or by petition of 25% of the CLA faculty electorate as defined herein.

B. Ratification of any amendment shall be by a majority of the voting CLA faculty as defined herein.

C. This document and all amendments thereto are subject to approval by the University Senate.

## VII. Proceedings

A. Unless specifically defined otherwise herein, proceedings of all structures mentioned herein shall be governed by Robert's Rules of Order, Modified.

Approved by the CLA College Council, November 5, 2013

Approved by vote of the Faculty of CLA, November 2013

Approved by the University Senate, April 4, 2014

Revision approved by the College Council, November 8, 2018

Revision approved by vote of the faculty, December 7, 2018

Revision approved by the University Senate, February 4, 2019

**BY-LAWS**  
**THE COLLEGE OF LIBERAL ARTS COUNCIL**

I. CLA College Council

A. Tenure of Office

The term of office of members of the CLA Council shall be for three years. Members representing departments are elected by their department, at large members are elected by the College. In the case of vacancies occurring before a regularly scheduled election, department representatives shall be replaced by a department election and at large members shall be replaced by appointment by the Council Chair to serve until the next regularly scheduled election. A reformation of the CLA Council shall demand initial staggered terms of one, two, or three years, each faculty serving the appropriate term so that no more than 1/3 of the Council stands for election in any given year. No faculty member shall serve more than two consecutive three-year terms or a total of eight years, if the initial term was less than two years.

Students shall not serve more than two one-year terms. Students are appointed by the Dean in consultation with the CLA Council.

B. Exclusions

Departmental chairpersons and the Director of Interdisciplinary Programs shall not be eligible to serve on the CLA College Council.

Faculty shall not serve simultaneously on more than one of the following committees/bodies: College Council, University Senate, University and/or College Promotion and Tenure Committee, University and/or College Curriculum Committee, University and/or College Technology Committee, College Elections

Committee. Council shall approve exceptions to this rule where it is a burden upon the department.

Students shall not serve simultaneously on the CLA College Council and a second college committee.

### C. Meetings

The CLA College Council shall meet at a time and place determined by the Dean of the College in consultation with the members of the College Council. Members shall have teaching schedules that will not conflict with this timeframe. A quorum shall consist of a majority of members and is necessary in order to hold a meeting. Votes are determined by a simple majority of those present.

Meetings shall be conducted according to Robert's Rules of Order unless a specific exception is made herein. All meetings shall be held in compliance with the Maryland Open Meeting laws.

Special meetings may be called by the Chairperson of the Council and/or the Dean of the College or by any member upon presentation to the Dean or Chairperson of a petition signed by 25% of the Council membership.

The agenda for the CLA College Council shall be prepared by the Chairperson in consultation with the Dean. Any faculty may present to the Dean and/or Chairperson of the Council items for the agenda without prejudice.

Associate Dean of CLA may attend the College Council meetings at the invitation of the Council. Duties of the secretary are shared and rotate among members.



## II. CLA Leadership Council

The CLA Leadership Council shall meet at a time and place determined by the Dean of the College in consultation with the members of the Leadership Council. Members of the CLA Leadership Council shall have their teaching schedules adjusted to avoid conflicts with the CLA Leadership Council meeting times.

## III. Major Committees

### A. Promotion and Tenure Committee

1. The CLA Promotion and Tenure Committee shall carry out its functions in a manner consistent with policies and procedures outlined in the Appointment, Rank, and Tenure policy of Towson University (ART).
2. During the Fall Semester of each Academic Year, the Dean of the College shall arrange an orientation meeting when necessary and ensure that each member of the CLA Promotion and Tenure Committee has access to the following material:
  - a. a copy of the relevant sections of the ART addressing the College Promotion and Tenure Committee's responsibilities.
  - b. CLA Promotion and Tenure Committee's "Policies and Procedures."
  - c. a copy of each department's standards and guidelines regarding promotion and tenure.
  - d. suitable material to appropriately orient new CLA Promotion and Tenure Committee members.

## B. CLA Curriculum Committee

1. A CLA Curriculum Committee shall be established. The CLA Curriculum Committee shall carry out its functions in a manner consistent with policies and procedures outlined in University Policies and by the University Curriculum Committee.
2. Each department shall elect a representative to the CLA Curriculum Committee during April of the academic year as is required to fill a vacancy. Tenure of office is three years and shall begin on the first day of the following academic year and is limited to two consecutive terms. A reformation of the CLA Curriculum Committee shall demand initial staggered terms of one, two, or three years, each faculty serving the appropriate term so that no more than 1/3 of the Committee stands for election in any given year. The Director of Interdisciplinary Programs or a faculty delegate shall represent interdisciplinary programs, ex-officio (with a vote). The Dean shall serve on the CLA Curriculum Committee, ex-officio (with no vote). There shall be two student members of the CLA Curriculum Committee appointed by the Dean in consultation with the CLA Council.
3. During the Fall Semester of each Academic Year, members of the CLA Curriculum Committee shall attend an orientation session when necessary in order to receive appropriate updates on current University policies dealing with the Committee's responsibilities. The Dean of the College is responsible for such orientation and shall provide to each member of the CLA Curriculum Committee appropriate material addressing the responsibilities of the Committee.
4. The CLA Curriculum Committee shall meet monthly during the academic year, beginning in September at a regular time. Members of the Committee shall have their teaching schedules adjusted so that they do not conflict with Committee meeting times.

### C. CLA Technology Committee

1. A CLA Technology Committee shall be established. Its purpose is to ensure that appropriate technological support is recommended for student learning, faculty teaching, and scholarship.
2. Each department shall elect a representative to the CLA Technology Committee during April of the academic year as is required to fill a vacancy. Tenure of office is three years and shall begin on the first day of the following academic year. A reformation of the CLA Technology Committee shall demand initial staggered terms of one, two, or three years, each faculty serving the appropriate term so that no more than 1/3 of the Committee stands for election in any given year. The Director of Interdisciplinary Programs or a faculty delegate shall represent interdisciplinary programs, ex-officio (without a vote). There shall be two student members of the CLA Technology Committee appointed by the Dean in consultation with the CLA Council. The Dean or Dean's delegate shall serve on the CLA Technology Committee, ex-officio (without a vote). Technology coordinators of all CLA laboratories shall serve ex-officio (without a vote).
3. During the Fall Semester of each Academic Year, members of the CLA Technology Committee shall attend an orientation session in order to receive appropriate updates on current University policies dealing with the Committee's responsibilities, when necessary. The Dean of the College shall be responsible for such orientation and shall provide to each member of the CLA Technology Committee appropriate material addressing the responsibilities of the Committee.
4. The CLA Technology Committee shall meet monthly during the academic year, beginning in September at a regular time. Members of the Committee shall have their teaching schedules adjusted so that they do not conflict with Committee meeting times.

D. CLA Committee on Diversity and Inclusion

1. A CLA Committee on Diversity and Inclusion shall be established to promote an inclusive, welcoming, engaged, and just community, respectful to all. The CLA Committee on Diversity and Inclusion shall annually review and recommend updates to the CLA Diversity Plan, gather data on established outcome measures, and modify action steps as needed, to support initiatives that promote diversity and foster inclusion.
2. Each department shall elect a representative to the CLA Committee on Diversity and Inclusion during April of the academic year as is required to fill vacancies. Tenure of office is three years and shall begin on the first day of the following academic year and is limited to two consecutive terms. Formation of the CLA Committee on Diversity and Inclusion shall demand initial staggered terms of one, two, or three years, each faculty serving the appropriate term so that approximately 1/3 of the Committee stands for election in any given year. The Director of Interdisciplinary Programs or a faculty delegate shall represent interdisciplinary programs, ex-officio (with a vote). The Dean, or the Dean's delegate, shall serve on the CLA Committee on Diversity and Inclusion, ex-officio (with no vote). There shall be two student members of the CLA Committee on Diversity and Inclusion appointed by the Dean in consultation with the CLA Council.
3. When necessary, members of the CLA Committee on Diversity and Inclusion shall attend an orientation session during the Fall Semester of each Academic Year in order to receive appropriate updates on current University policies dealing with the Committee's responsibilities. The Dean of the College shall be responsible for such orientation and shall provide to each member of the Committee appropriate material addressing the responsibilities of the Committee.
4. The CLA Committee on Diversity and Inclusion shall meet monthly during the academic year, beginning in September, at a regular time. Members of the

Committee shall have their teaching schedules adjusted so that they do not conflict with Committee meeting times.

#### E. Elections Committee

1. The Elections Committee, to be established as a Standing Committee of the College Council, shall consist of three faculty members, appointed from the faculty electorate of the college by the Dean in consultation with the College Council at the first meeting of the academic year, subject to the approval of the Council. The position of Chair shall rotate among the three members. The terms of committee members shall be for three years, each staggered so that one new member is appointed each year.
2. The Elections Committee shall hold responsibility for ascertaining what vacancies will occur during the following academic year and making certain that the College of Liberal Arts is appropriately represented in all college-wide and university-wide bodies calling for duly-elected CLA representatives.
3. The Elections Committee shall be responsible for all matters pertaining to the conduct of CLA elections.

#### IV. Changes to the By-laws

The CLA Council, by simple majority vote, may change any by-law. By-law changes may be proposed by the Dean, by the Chair of the CLA Council, or by petition of 25% of College Council members. Changes to by-laws of standing and ad hoc committees shall be approved by the College Council.

## V. Proceedings

Unless specifically defined otherwise, proceedings of all structures mentioned herein shall be governed by Robert's Rules of Order, Modified.

Approved by the CLA College Council, November 5, 2013

Revision approved by the CLA College Council November 6, 2018