

**BYLAWS OF THE FACULTY  
OF THE  
COLLEGE OF LETTERS, ARTS, AND SOCIAL SCIENCES,  
UNIVERSITY OF IDAHO**  
Approved by Provost June 7, 2023

Table of Contents

Article 1 Name, Objectives, and Authority  
Article 2 Membership  
Article 3 Organizational Structure  
Article 4 Administration  
Article 5 Meetings  
Article 6 University-Level Councils and Committee  
Positions  
Article 7 Committees  
Article 8 College Advisory Council  
Article 9 Academic Units of the College  
Article 10 Faculty Evaluation and Review  
Article 11 Amendments

**ARTICLE 1. NAME, OBJECTIVES, AND AUTHORITY**

*Bylaws of the Faculty of the College of Letters, Arts, and Social  
Sciences, University of Idaho*

Article 1 Name, Objectives, and Authority  
Section 1.1 Name  
Section 1.2 Objectives  
Section 1.3 Authority

**Section 1.1. Name.** These bylaws establish, recognize, and ratify the general operating rules of the College of Letters, Arts, and Social Sciences at the University of Idaho. The name of this constituent faculty of the University of Idaho is the Faculty of the College of Letters, Arts, and Social Sciences, hereinafter known as the “CLASS faculty” or the “College faculty.”

**Section 1.2. Objectives.** The objectives of the CLASS faculty are (1) to provide a liberal and professional education in the letters, arts, and social sciences, (2) to conduct scholarship and creative activity and to disseminate the results of that scholarship and creative activity, and (3) to perform service to the University at large, the State of Idaho, and the nation.

**Section 1.3. Authority.** As provided in FSH 1520 Constitution of the University Faculty, Article I, Section 4, Clause A, the constituent faculty of each college is authorized to establish and effect its own educational objectives, including matters of student admission and curriculum, and to participate in the selection of its dean, other executive officers, and faculty members, subject only to the general rules and regulations of the faculty of the University and the authority of the president and the Board of Regents.

## ARTICLE 2. MEMBERSHIP

*Bylaws of the Faculty of the College of Letters, Arts, and Social Sciences, University of Idaho*

Article 2 Membership

Section 2.1. Membership in the College Faculty

**Section 2.1. Membership in the College Faculty.** University faculty are defined and their privilege of participation and vote are delineated in FSH 1520. Affiliate faculty may vote at the meetings of the constituent faculties if the bylaws of the constituent faculty indicate they can do so. Adjunct faculty may participate in faculty meetings by invitation without vote.

## ARTICLE 3. ORGANIZATIONAL STRUCTURE

*Bylaws of the Faculty of the College of Letters, Arts, and Social Sciences, University of Idaho*

Article 3. Organizational Structure

Section 3.1. Organizational Structure

**Section 3.1.** The academic units in the college are: English; Culture, Justice & Society; History; School of Journalism & Mass Media; Lionel Hampton School of Music; Politics and Philosophy; Psychology and Communication; School of Global Studies; and Theatre.

## ARTICLE 4. ADMINISTRATION

*Bylaws of the Faculty of the College of Letters, Arts, and Social Sciences, University of Idaho*

Article 4. Administration

Section 4.1. Dean

Section 4.2. Associate Deans

Section 4.3. Unit Administrators in the College

### Section 4.1. Dean

**4.1.1. Responsibilities.** See FSH 1420 A for duties and responsibilities of the dean. In

addition to the responsibilities contained in FSH 1420, the dean of the College, or the dean's representative, shall serve as the presiding officer of the CLASS faculty.

**4.1.2. Appointment.** Formation of the search committee for the dean shall be constituted by the provost from a pool of college faculty representing the major academic disciplines within the college, following the procedure outlined in 1420 A-1. In forming the pool of faculty representatives presented to the provost, each unit shall select by appointment or election from their ranks the names of two faculty members beyond the third-year review. Selection should be made such that each of the three primary branches (Humanities, Arts, and Social Sciences) is represented. The selection of faculty for the committee should also ensure there is at least one member from each of the four faculty categories: associate clinical professor, full clinical professor, associate tenured professor, and full tenured professor.

## **Section 4.2. Associate Deans**

**4.2.1. Responsibilities.** An associate dean shall assume such administrative duties as the dean shall prescribe. If an associate dean has teaching responsibilities, such responsibilities may be reduced to accommodate assigned administrative responsibilities.

### **4.2.2. Appointment**

**4.2.2.1.** One or more associate deans may be appointed by the dean. The dean will consider recommendations from the search committee.

**4.2.2.2.** An associate dean shall serve at the pleasure of the dean.

**Section 4.3. Unit Administrators in the College.** The term "unit administrator" refers to those administrative officers of the various academic units who report directly to the dean.

**4.3.1. Responsibilities.** The responsibilities of a unit administrator are as described by FSH 1420 B-1.

**4.3.2. Appointment.** Appointment of a new unit administrator will be carried out in accordance with FSH 1420.

**4.3.3. Term.** The customary term of service for unit administrators shall be four years and shall be renewable upon the recommendation of the dean and at the discretion of the provost.

**4.3.4. Periodic Review.** Unit administrators shall be reviewed at least six months before the end of the four-year term and the review shall be conducted according to the procedures set forth in FSH 3320 C. The review is formative. Renewal of the administrative appointment is not contingent on successful review.

**4.3.5. Vacancies.** Acting, interim, and term unit administrators will be appointed following the procedure set forth in FSH 1420.

## ARTICLE 5. MEETINGS

*Bylaws of the Faculty of the College of Letters, Arts, and Social  
Sciences,  
University of Idaho*

Article 5 Meetings

Section 5.1. Call of Meetings

Section 5.2. Participation

Section 5.3. Quorum

Section 5.4. Voting

Section 5.5. Agenda

Section 5.6. Minutes

Section 5.7. Remote Meeting Technology

**Section 5.1. Call of Meetings.** The college faculty shall meet in regular session at least once each academic year. In addition to such regular, annual meetings, the College faculty may meet in special session. Meetings of the CLASS faculty may be called by the dean or the dean's designated representative, or upon the written petition of fifteen members of the CLASS Faculty. Written or electronic notice of all meetings of the CLASS faculty must be given to all members of the CLASS faculty at least one week prior to the meeting.

**Section 5.2. Participation.** Staff and students may attend faculty meetings by invitation without a vote. The faculty may also hold executive sessions which are closed to staff and students.

**Section 5.3. Quorum.** A quorum at all meetings of the CLASS faculty shall consist of not less than one-quarter of the voting members of the CLASS Faculty as defined in Article 2 of these bylaws. A quorum is necessary for any action to be taken at any meeting of the CLASS faculty. Should meetings be held via remote technology, the quorum shall include those attending remotely as well as any attendees convened at an onsite location.

**Section 5.4. Voting.** Voting may take place during the meeting should a quorum be present. The full text of items to be voted upon by faculty must be presented in writing at the faculty meeting, or published in full and circulated with the meeting agenda. A simple majority of the quorum is needed to approve an item. Opportunity will be given to the faculty to vote by absentee ballot. Absentee ballots shall be submitted to the secretary prior to the meeting. Proxy votes are not allowed.

### **Section 5.5. Agenda**

**5.5.1. Contents.** The dean of the college shall be responsible for and shall issue the agenda at least one week prior to each meeting of the CLASS faculty. The agenda shall list all subjects to be voted on with full text of items up for vote either included in the agenda or with full text provided at the time of the meeting.

**5.5.2. Agenda Items from Individual College Members.** Individual members who wish to suggest items for the agenda are to submit them to the dean. No items may be considered that are presented to the dean fewer than five working days before the meeting.

**5.5.3. Resolutions Requiring Action.** Ten or more members of the college faculty desiring to submit a resolution that requires action at the next meeting, are to submit the signed resolution to the dean at least five working days before the meeting. Such resolutions must be published in full with, and included in, the agenda.

**Section 5.6. Minutes.** The dean will seek a volunteer or appoint someone annually to serve as secretary from the College faculty at the beginning of the first College faculty meeting of the academic year. This person shall have the primary duty of keeping the minutes of faculty meetings. Minutes of all meetings of the CLASS faculty will be kept and distributed to all members of the CLASS faculty by the College administrative office. It will be the responsibility of the dean and the College administrative office to keep a file of all minutes, bylaws, and other material relating to college faculty meetings.

**Section 5.7. Remote Meeting Technology.** Remote meeting technology may be used for participation in meetings. Participation via remote meeting technology counts for a quorum. Members may vote via remote meeting technology.

## ARTICLE 6. UNIVERSITY-LEVEL COUNCILS AND COMMITTEE POSITIONS

*Bylaws of the Faculty of the College of Letters, Arts, and Social  
Sciences,  
University of Idaho*  
Article 6. University-Level Councils and Committee Positions  
Section 6.1. Faculty Senate  
Section 6.2. Graduate Council  
Section 6.3. Research Council

### Section 6.1. Faculty Senate

**6.1.1. Timing and Nominations.** Election of representatives of the College to the Faculty Senate shall take place during the spring semester, prior to April 15, or when vacancies occur. The current College representatives to the Faculty Senate shall serve as an election committee. Nominations shall be collected by electronic poll; self-nominations are welcome. Nominees will be contacted by the election committee to verify the nomination is accepted.

#### 6.1.2. Voting

6.1.2.1. Voting shall be by campus mail, electronic balloting, email, or hand

delivery of official ballots listing in alphabetical order the names of duly nominated candidates. Each voter may vote for only so many of the listed candidates as there are vacant positions. Election shall be by plurality of ballots cast, providing that such plurality amounts to at least one-third of said ballots.

6.1.2.2. If the first vote fails to fill all vacant positions, a run-off election shall be held. The slate of candidates shall be reduced by eliminating those nominees who received no votes and the lowest number of votes. Election in the run-off shall be by plurality and if additional positions are to be filled, according to the next highest number of votes received.

**6.1.3. Problem Resolution.** Should an electoral situation arise which is not covered by this article, an ad hoc College committee shall be established to recommend a resolution of the problem for approval by the College faculty.

**Section 6.2. Graduate Council.** At the conclusion of the term of the graduate council representative, a new graduate council representative will be elected by the graduate faculty within the college to serve a three-year term of office in accordance with the stated policies of the University. Nominations, including self-nominations, shall be solicited from the graduate faculty when a new representative is needed. Nominations should be open for at least one week. The Associate Dean will contact nominees to ensure their willingness to serve. Should more than one nominee be put forward, all nominees who accept their nominations will be listed on an electronic ballot and the ballot will be distributed electronically to the graduate faculty in the college. After one week of voting the votes will be tallied and a plurality of votes will determine who shall serve as the representative.

**Section 6.3. Research Council.** The Dean shall select a representative to the University Research Council in accordance with the stated policies of the University. Selection should consider broad representation of the various disciplines of the College over time. The term shall be for three years. The representative may serve two consecutive terms.

## ARTICLE 7. COMMITTEES

*Bylaws of the Faculty of the College of Letters, Arts, and Social Sciences, University of Idaho*

Article 7. Committees

Section 7.1. Standing Committees

Section 7.2. Special Committees

### Section 7.1. Standing Committees

**7.1.1. Standing Committees in General.** Standing committees, except those created by these bylaws, shall be created and appointed by the dean.

### **7.1.2. Academic Appeals Committee.**

**7.1.2.1. Function.** The purpose of the CLASS Academic Appeals Committee is to review and act on all academic appeals for reinstatement after academic disqualification for students majoring in CLASS as well as non-degree seeking students, and financial aid reinstatement appeals as forwarded by the CLASS Director of Student Services.

**7.1.2.2. Membership.** The Academic Appeals Committee shall consist of the Associate Deans and the CLASS Director of Student Services.

**7.1.2.3. Vacancies.** Should there be a vacancy the Dean shall appoint someone to serve until any vacant position is filled by the hire of Associate Deans or CLASS Director of Student Services.

**7.1.2.4. Meetings.** The Academic Appeals Committee will meet by the call of the chair or at the request of at least two members of the committee.

**7.1.2.5. Quorum.** Two of the three members are sufficient to constitute a quorum.

**7.1.2.6. Voting.** A majority vote is required for action. In the event that the committee vote is one yes, one no, one abstention, the Dean shall break the tie. Voting can be managed electronically or in person.

### **7.1.3. Curriculum Committee.**

**7.1.3.1. Function.** Curriculum matters in the College are considered by the CLASS Curriculum Committee. This committee is empowered to consider pedagogical, financial, assessment, and curricular factors in evaluating proposed curriculum changes and additions.

**7.1.3.2. Membership and Selection.** The committee's membership consists of at least four faculty members, with one representing each of the following areas: Performing Arts, Humanities, Social Sciences, and the current CLASS member of the University Curriculum Committee (ex-officio). Members are invited by the Dean or designee to serve on the committee on the recommendation of chairs or following self-nomination. An Associate Dean will serve as chair without vote.

**7.1.3.3. Term of Office.** Members shall begin their terms one week prior to the beginning of the semester and serve for twelve months. Members may serve more than one term.

**7.1.3.4. Vacancies.** Vacancies that occur during the academic year shall be filled by the dean via appointment.

**7.1.3.5. Meetings.** The CLASS curriculum committee will meet weekly during the fall term to meet curricular deadlines and by call of the chair or at the request of at least two members of the committee, thereafter. A descriptive agenda will be circulated to departments at least three days before each meeting of the CLASS Curriculum Committee by the Associate Dean. Academic unit items will be presented by the unit's administrator or designated representative. Testimony will be accepted from any interested party regarding agenda items. Each routine curricular change proposal shall be submitted to the relevant unit for approval following all notice and approval procedures contained in the unit prior to submission to the CLASS Curriculum Committee. Following approval of the dean, curricular changes will be processed following the procedures set forth in FSH 4120 Catalog Change Procedures.

**7.1.3.6. Quorum.** Quorum will be met with three members present.

**7.1.3.7. Voting.** Voting can be made by proxy, email, electronically, or within the meeting.

**Section 7.1.4. Executive Council.** The unit administrators of the College shall compose an Executive Council to be presided over, *ex officio*, by the dean, or in the dean's absence by an associate dean. In the absence of both, the council shall elect a temporary chair who will preside.

**7.1.4.1. Function of the Executive Council.** The function of the Executive Council is to discuss with the dean important matters pertaining to the internal functions of the College and matters affecting the College within the University, to recommend action to the dean, and convey information to the faculty.

**7.1.4.2. Meetings of the Executive Council.** Meetings of the College Executive Council shall be called by the dean or the dean's designated representative, or upon the written petition of a majority of the members of the Executive Council.

**Section 7.2. Special Committees.** Special committees of the College may be created and appointed by the dean.

## ARTICLE 8. COLLEGE ADVISORY COUNCIL

*Bylaws of the Faculty of the College of Letters, Arts, and Social Sciences, University of Idaho*

Article 8 College Advisory Council

Section 8.1. Function

Section 8.2. Membership and Selection

Section 8.3. Term of Office

Section 8.4. Vacancies

Section 8.5. Meetings

Section 8.6. Quorum

Section 8.7. Voting

**Section 8.1. Function.** The function of the CLASS Advisory Council is to (1) help promote the College to a variety of constituencies, (2) assist with identifying and acquiring additional resources and financial support for the College, (3) serve as an advocate of the College, (4) give advice on the programs of the College, and (5) help build working relationships outside of the University.

### **Section 8.2. Membership and Selection**

**8.2.1 General Membership.** The Advisory Council membership shall consist of 12-20 general members. The Advisory Council's general membership shall represent the



various academic units of the College. In selecting members of the committee, the voting members should aspire to provide for diversity to the extent possible, including on grounds such as gender, occupation, age, and geographic location. Representation of academic units may be based on alumni status, profession, or other affiliation with a discipline.

**8.2.2. Academic Membership.** The academic members of the Advisory Council shall consist of the Dean, the Associate Dean(s), Development Directors, and invited College representatives. These shall be *ex-officio*, non-voting members.

**8.2.3. Election of General Members.** The nomination and election of new or replacement Advisory Council general members shall occur by one of the following: at any regularly scheduled Council meeting; by email or postal mail vote; or by conference call. Nominations shall be presented by a nominating committee consisting of the dean of the College, an Associate Dean, and the current chair of the Council, after consultation and suggestions from the current Council members. Elections shall take place by simple majority vote of those present.

**8.2.4. Election of Chair.** The officer of the Advisory Council shall consist of a Chair elected by and from the general membership after consultation with the Dean. Nominations and votes may be solicited and submitted in person or electronically for virtual attendees. A plurality of votes of those in attendance will be used to determine the election outcome. The Chair shall serve for a term of two years.

**Section 8.3. Term of Office.** The term of membership on the Advisory Council will be three years and can be renewed at the request of the dean and vote of the council.

**Section 8.4. Vacancies.** If a member of the Advisory Council resigns or is unable to serve their full term, the Dean can appoint an acting member for the unexpired portion of the term at the next regular meeting.

**Section 8.5. Meetings.** The full Advisory Council shall meet annually. The Dean of the College, with the concurrence of the Chair, shall arrange the specific time and place of each meeting of the full Council, as well as arrangements for remote attendance or virtual meetings.

**Section 8.6. Quorum.** Quorum will be half of the council membership. Those attending virtually will count toward quorum.

**Section 8.7. Voting.** Voting may occur electronically or by a simple call of vote.

## ARTICLE 9. ACADEMIC UNITS OF THE COLLEGE

*Bylaws of the Faculty of the College of Letters, Arts, and Social Sciences, University of Idaho*

Article 9. Academic Units of the College

Section 9.1. Operations

Section 9.2. Meetings

Section 9.3. Administration

Section 9.4. Changes to Academic Units

Section 9.5. Interdisciplinary Curricula

**Section 9.1. Operations.** In accordance with FSH 1520 Article 1 Section 4 Clause B., the constituent faculty of each academic unit of the College participates in decisions concerning its educational objectives, including matters of student admission and curriculum, the selection of its executive officers, and its faculty appointments, subject only to the general rules and regulations of the college faculty and the university faculty and the authority of the president and the regents.

**Section 9.2 Meetings.** Each academic unit shall hold faculty meetings at least twice each semester. Meetings may be convened by the unit administrator or by request of at least twenty-five percent of the unit's faculty.

**9.2.1 Quorum.** A quorum shall consist of not less than one-half of the voting eligible faculty of an academic unit.

**9.2.2 Minutes.** Minutes are mandatory and are the unit's legal record of its compliance with policy. Minutes of all meetings must be kept and distributed to the eligible members of the unit, and after faculty approval as the official minutes, to the dean's office.

**Section 9.3. Administration.**

**9.3.1. Title.** The specific title of the unit administrator of each academic unit of the College shall be determined by the faculty of that unit in consultation with the dean consistent with the requirements of FSH 1420.

**9.3.2. Responsibilities.** Unit administrator responsibilities are outlined in FSH 1420 B-1. Additional responsibilities will be delineated in the unit administrator's position description.

**9.3.3. Appointment.** The selection and appointment of unit administrators are governed by the procedures set forth in FSH 1420.

**9.3.4. Periodic Review.** The unit administrator shall be reviewed at least six months before the end of the four-year term, and the review shall be conducted according to the procedures set forth in FSH 3320 C. The review is formative; renewal of the administrative appointment is not contingent on successful review.

**9.3.5. Term.** The customary term of a chair is four years. A chair ordinarily should not serve more than two consecutive terms and ordinarily may be reappointed to the role of unit administrator only following a break of a full term. If the only viable candidate for the unit administrator role is the currently seated chair or a former chair who has not sat out a full term, that candidate may be considered for early reappointment to the unit administrator role. “Term” in this context refers to the customary period of service but does not create a contractual obligation. Under FSH 3320 C-3, administrators do not have an expectation of continued service in their administrative appointments. The president, provost, or dean may determine at any time that it is not in the best interest of the university, college or unit that the administrator continue to serve in their administrative capacity.

**9.3.6. Vacancies.** All absences and vacancies will be filled according to the procedures set forth in FSH 1420 C and D.

**Section 9.4. Changes to Academic Units.** The faculty of the College will be consulted and given reasonable notice prior to the creation, consolidation, or dissolution of academic units within the College.

**Section 9.5. Interdisciplinary Curricula.** Interdisciplinary faculties are not regularly represented on the CLASS Curriculum Committee but can send a representative to the appropriate academic unit, College, or University curriculum committee when their curricula are under discussion. Such faculties have the power to propose curricular changes to the CLASS Curriculum Committee, consistent with Section 7.1.3.

## ARTICLE 10. FACULTY EVALUATION AND REVIEW

*Bylaws of the Faculty of the College of Letters, Arts, and Social Sciences, University of Idaho*

Article 10. Faculty Evaluation and Review

Section 10.1. Annual Performance Review

Section 10.2. Third-Year Review

Section 10.3. Tenure and Promotion

Section 10.4. Periodic Review

**Section 10.1. Annual Performance Review.** Annual performance reviews will be conducted according to the procedure in FSH 3320.

**Section 10.2. Third-Year Review.** Each academic unit of the College will conduct third-year reviews of faculty in accordance with the FSH 3510.

**Section 10.3. Tenure and Promotion**

**10.3.1. Tenure Criteria.** Tenure and promotion definitions and procedures are contained in FSH 3500. For each area of responsibility outlined in a candidate’s position description, there should be a reasoned assessment indicating that the candidate will continue to meet or exceed expectations across teaching, scholarship, service, and outreach in proportion to the percentages assigned to each category. In the area of teaching, candidates should have a sustained record of commitment to student learning. In the area of scholarship, candidates should have a record of publication, performance, or creative activity that is recognized by external reviewers as constituting an active contribution to the field or discipline. In matters of service and outreach, candidates are expected to engage in good institutional citizenship through service on committees at the unit, college, and university level, engaging in recruitment and retention work or other methods of serving the mission of the unit, college, or university. Each academic unit will develop its own criteria for tenure and promotion, consistent with FSH 3500.

**10.3.2. Promotion of Faculty:** Promotion occurs as the result of a reasoned assessment of the long-term value and effectiveness of the candidate as a member of an academic unit and an evaluation that the candidate has met the responsibilities detailed in FSH 1565 and unit-level criteria for promotion to that level and responsibilities contained in the position description, and promise based on past performance that the candidate will continue to meet criteria for that level of promotion.

## ARTICLE 11. AMENDMENTS

*Bylaws of the Faculty of the College of Letters, Arts, and Social Sciences, University of Idaho*

Article 11. Amendments

Section 11.1. Proposed Amendments

Section 11.2. Approval of Amendments

**Section 11.1. Proposed Amendments.** Amendments to these bylaws may be proposed by any faculty member or unit administrator. No amendment may be proposed or adopted which would conflict with any policy of the Board of Regents or University of Idaho. Proposed amendments must be published in full with the agenda at least five days prior to the meeting of the Faculty, or presented in writing at the meeting previous to the one in which the vote is to be taken.

**Section 11.2. Approval of Amendments.** Approval of an amendment requires a two-thirds majority vote of the members of the faculty in attendance at a regular meeting in which a quorum is present. No provision of this article may be suspended. Amendments to these bylaws shall be forwarded to the University Policy Director for review and approval by the president and, if applicable, the State Board of Education.

### Version History (from 6/7/23 to present)

6/7/23: Comprehensive revision