

By-laws
for the
Constitution of the Boston University Faculty Assembly
and
Faculty Council

I. Membership and Voting Rights in the Faculty Assembly

1.1 Identification of Faculty Assembly members

- a. The Faculty Council shall review and recommend a list of all faculty who are eligible for membership in the Faculty Assembly twice annually. The list shall be provided by the Office of Institutional Research, or successor office, and shall include the name, status, school or college affiliation and mailing address of each faculty member who meets the criteria established in Article III of the Constitution and this by-law.
- b. At the first meeting of the Faculty Council each semester, the Faculty Council will certify, by majority vote, the membership and voting status of the faculty for the Faculty Assembly. Such certification shall remain in effect until the list is amended or a new list is certified by the Faculty Council. Additions or deletions to the list of members may be adopted by the Faculty Council or the Faculty Assembly only upon recommendation of the Credentials and By-laws Committee. Such additions or deletions may concern membership or voting status or both.
- c. To facilitate activities of the Faculty Assembly, when appropriate, a tentative membership list may be used by the Faculty Council and Assembly for mailing and other similar purposes. This tentative list shall be reviewed by the Credentials and By-laws Committee. In no case, however, shall the privileges of Assembly membership be exercised by an individual unless and until the membership and voting status of the individual have been certified.

1.2 Determination of Voting Privilege

- a. Members of the faculty of Boston University whose appointments fall within the following criteria shall be members of the Faculty Assembly for a term specified in (b) below.
 - i. receiving pay from the University or rendering professorial services equal to or exceeding a .50 full time equivalent (FTE), as determined by the Provost;
 - ii. holding an appointment of professorial or lecturer rank, other than visiting, adjunct or emeritus basis, and
 - iii. providing services to the University and not on leave.
- b. The faculty whose appointments satisfy the criteria of 1.2(a) shall retain membership in the Faculty Assembly throughout the academic year following the appointment, unless and until
 - i. the appointment with the University is terminated;
 - ii. a leave of absence is initiated.

Upon return from the leave, a faculty member shall become a member of the Assembly if the criteria in 1.2(a) above are met. Notwithstanding the foregoing, any faculty member whose appointment satisfies the criteria of 1.2(a), who is on leave of absence, whether unpaid or as a sabbatical, and who informs his/her dean or department of his/her availability to remain an active Assembly member during any semester of his/her leave, shall continue to be a member of the Faculty Assembly for such semester.

- c. All members of the Faculty Assembly shall have one vote each.
- d. When the faculty of a school or college wishes membership in the Faculty Assembly to be extended to faculty members of the school or college from membership by virtue of rank or title, the faculty may petition the Faculty Council. The petition should give:
 - i. The specific rank and title of the faculty for whom membership is sought, the criteria used by the school or college for appointment and promotion of such faculty and the conditions of their service, including their full or part-time status and their voting privileges, if any, in the faculty of the school or college.

- ii. The number of faculty for whom membership is sought (and the average number of such faculty for each of the preceding five [5] years) and the numbers of other faculty (by rank and title) in the school or college holding voting membership, respectively, in the Faculty Assembly (and the numbers of such Assembly faculty for each of the preceding five [5] years).
- iii. The reasons why the petitioning faculty requests that membership in the Assembly be awarded, and the present basis in the Constitution and/or By-laws for exclusion of the faculty from membership in the Assembly.
- iv. The process by which the petition was developed and approved by the petitioning faculty.
- v. Any other information which might assist the Faculty Council to reach its decision, including the anticipated influence of the proposed change on representation of the school or college in the Faculty Council.

The Faculty Council Committee on Credentials and By-laws shall review each petition and make recommendations to the Faculty Council.

Representatives to the Faculty Council from the faculty which submitted the petition shall not participate in the vote.

The Faculty Council may withdraw membership in the Assembly. Members of the Council from the school(s) or program(s) concerned may participate in the Council vote to decide on any such matters. A two-thirds vote by the Faculty Council is necessary.

1.3 Determination of the Number of Representatives for each School, College or Other Faculty

- a. For the purposes of electing the proper number of representatives from each school or college pursuant to the Constitution, the officers of the Faculty Council shall use the most recent membership list, as certified by the Faculty Council. The number of members in each school or college by that list shall be announced following certification.
- b. A member who holds multiple faculty appointments shall have his/her vote attributed to the school or college which receives the

largest portion of his/her services, and if she/he has two or more appointments equal in weight, to the school determined by the choice of the faculty member.

- c. In cases where the membership list does not show a school or college designation for a member, the Credentials and By-laws Committee shall, after consultation with each such member and, after following procedures outlines in 1.2 (a) above, make a determination, of which school or college each such member shall have his/her vote attributed.
- d. Although the number of members of the schools and colleges may change during the year due to amendment or re-certification, the distribution of representatives as determined from the most recent list approved by the Faculty Council shall remain in effect for the full year following the annual election of representatives.

II. Standing Committees and Election Procedures and Rules

2.1 Standing Committees

The Faculty Council establishes the Standing Committees set forth below. The existence, composition, and duties of each standing committee shall be reviewed by the Executive Committee in accordance with Article XIII Section 3 of the Constitution. The members of the standing committees are appointed by the Faculty Council Chair to two-year terms, based on membership in the Faculty Assembly, interest, and experience. If for any reason a member of one of the standing committees fails or ceases to serve prior to the expiration of his/her term, the Faculty Council Chair may appoint a new member to serve until the next election.

The Standing Committees of the Faculty Council are: Academic Freedom; Administrative Policies; Awards; Compensation and Benefits; Credentials and By-laws; Equity and Inclusion; Faculty Policies; Graduate Programs; Media/Communication; Research and Scholarly Activities; Student Policies; Sustainability; Teaching Resources; and Undergraduate Programs.

Each Standing Committee shall submit a written annual report to the Faculty Council. Each academic year the Faculty Council and each Standing Committee shall, after a process of consultation, develop a particularized charge and description of goals and tasks which the Committee shall pursue until further directed by the Faculty Council.

2.2 Election Procedures and Rules

Standing Committees: The chair of each standing committee shall be elected by the Faculty Council for a two-year term from among the Faculty Assembly following nomination from the Nominating Committee, or from the floor at a meeting of the Faculty Council, or from any member of the Faculty Assembly. Only candidates who have agreed to stand may be included in the election. Each chair shall be considered to be a member of his/her committee for all purposes.

If for any reason a chair fails or ceases to serve, then the nominating procedure described in Article XIII, Section 2 of the Constitution shall be followed and a new election shall be held by the Faculty Council to fill the chair for the unexpired term.

The chair may be re-elected to a subsequent term. In addition, the committee members may also be re-appointed to additional terms by the Faculty Council Chair.

Secretary – Treasurer: The Secretary – Treasurer shall be elected to serve a two-year term, and may be elected to serve no more than two consecutive terms.

Faculty of professorial rank who, at the time of the election, have served as Council representatives, alternates, Secretary-Treasurer of the Council, or chairs of the various standing committees of the Faculty Council at least one year during the four-year period preceding the election, are eligible for election as Secretary - Treasurer. Members of the nominating committee are not eligible for election as Secretary – Treasurer of the Faculty Council during the period for which they are elected to serve.

Nominating Committee: The term of the Nominating Committee shall be two years.

III. Dean Search Advisory Committee Elections Procedures and Rules

Pursuant to the Boston University Faculty Handbook, whenever it becomes necessary to appoint a dean, the Faculty Council elects two faculty to serve on the Dean Search Advisory Committee. These faculty must hold appointments external to the School or College that is the subject of the search.

The Faculty Council shall publish a call for nominations electronically. The voting members of the Faculty Council shall cast their votes in an electronic ballot. The candidates shall be ranked in order and the two candidates with the most votes shall be invited to serve on the Committee. In the event of a tied vote for the next highest ranked candidates, the Faculty Council shall hold a second electronic ballot.

In the event that a candidate declines to serve after the election, the Faculty Council Chair shall invite the next highest ranked candidate to serve. In the event of a tied vote for the next highest ranked candidates, the Faculty Council shall hold a second electronic ballot.

As adopted May 17, 1983, and amended, January, 1990; October, 1992; March, 2013; April, 2017, and May, 2018.