

By-Laws of Cowell College
(amended June 2006)

Chapter 1. Functions of the College.

Cowell College is an administrative, residential, and academic body. As an academic body, the College is responsible for providing its students with advisors, setting and administering College requirements for graduation, providing course offerings where necessary in support of College requirements, sponsoring individual inter-disciplinary major programs, and administering minimum scholarship requirements.

Chapter 2. Fellowship.

2.1 Senate Faculty Fellows.

Fellows of the College who are members of the Academic Senate comprise the Senate Faculty of the College (Senate Faculty Fellows), in accordance with the Academic Senate by-law 12.1.

2.1.1 The Senate Faculty of the College is a committee of the Academic Senate.

2.1.2 Senate-Members of the Faculty of the College lose that status only by leaving the employ of UCSC or by resignation from the college.

2.1.3 Only Senate Fellows of the College may vote on Academic Senate matters.

2.1.4 Fellows of the College who become members of the Academic Senate automatically become members of the Senate Faculty and the Senate Fellowship of the College.

2.2 Faculty Fellows

All persons who hold regular or recurring teaching appointments and are affiliated with the College are Faculty Fellows of the College.

2.2.1 Faculty Fellows may vote on all non-Senate College matters.

2.3 Staff Fellows

2.3.1 The College Administrative Officer, the Associate College Administrative Officer, the Administrative Assistant of the College, the Financial Coordinator, the College Counselor, the Coordinator(s) of College Programs, the Director of the Gallery, the Residential Life Staff, the Academic Advisors, and the College Office Staff are Staff Fellows for the duration of their appointments.

2.3.2 Others university employees deemed appropriate by the Fellows may be elected Staff Fellows.

2.3.3 In cases not covered by the preceding, determination of status is made by the Provost in consultation with relevant Fellows.

2.3.4 Staff Fellows do not vote on College matters.

2.4 Associate Fellows

Graduate Students and Post-doctoral Researchers at UCSC may be designated Associate Fellows by the Provost by virtue of their association with the college.

2.4.1 Associate Fellows do not vote on College matters.

2.5 Visiting Fellows

2.5.1 Persons holding non-recurring teaching appointments of one year or less, and who are affiliated with the College may be designated Visiting Fellows by the

Provost.

- 2.5.2 Visiting Fellows do not vote on College matters.
- 2.6. **Honorary Fellows**
- 2.6.1 Anyone not holding an active appointment at UCSC may be elected by the Fellows to an Honorary Fellowship.
- 2.6.2 The number of such appointments shall be limited to fifteen, and the term of the appointments to five years, renewable by mutual consent.
- 2.6.3 Honorary Fellows do not vote on College matters

Chapter 3. Officers

- 3.1 **Provost.** The Provost is the chief academic officer of the College. S/he normally presides at meetings of the Fellows of the College.
 - 3.1.1 The duties of the Provost are as follows:
 - A. Provide leadership in defining the vision and the mission of the college.
 - B. Develop and supervise the academic curriculum and degree requirements.
 - C. Manage the College academic budget and discretionary funds from endowments and gifts.
 - D. Supervise and assist in the recruitment of college academic staff.
 - E. Recruit fellows.
 - F. Work with the college advising and residential life staff to develop and conduct a student advising and orientation system.
 - G. Develop and administer programs for student awards, grants, and honors in conjunction with academic preceptors.
 - H. Provide guidance to student groups.
 - I. Work with the college staff to develop the commencement program and preside at graduation.
 - J. Provide leadership and vision for the development of the college.
- 3.2 **Chair of the Faculty.**
 - 3.2.1 The Chair of the Faculty is a member of the Senate Faculty of the college. S/he may preside at meetings of the Fellows.
 - 3.2.2 The Chair of the Faculty is elected biannually by the Faculty from its members exclusive of the Provost (See 3.2.) Election normally occurs in the Winter term of alternate years; the two-year term of office begins with the Spring term following election. Should the office become vacant before the completion of the term of office, a special election is held for a Chair to fill the remainder of the term of office.
 - 3.2.3 When necessary, the Provost may designate the Chair of the Faculty to act in her or his absence.
- 3.3 **College Administrative Officer**
The College Administrative Officer (CAO) oversees the non-academic administration of the College.
- 3.4 **Academic Preceptors**
 - 3.4.1 The College Academic Preceptors assist the Provost in all matters concerning student life.

- 3.4.2 The Academic Preceptors supervise College advising and report to the Provost.
- 3.4.3 The Academic Preceptors review the academic records of students subject to disqualification and recommend appropriate action to the Provost.
- 3.4.4 The Academic Preceptors are selected by the Provost.

Chapter 4. Procedures.

4.1 Election of Fellows

- 4.1.1 Persons in the employ of UCSC, or who meet the stated criteria, may be nominated to the Fellowship either by the Provost or by individual Fellows of the College. Upon receiving the nominations, the Provost conducts an election by electronic mail.
- 4.1.2 One week prior to the voting deadline, relevant information (C.V. and/or self-description) shall be circulated to the voting fellowship
- 4.1.3 An affirmative vote of two-thirds of those voting is necessary for election.
- 4.1.4 Only Senate Fellows and Faculty Fellows are eligible to vote.

4.2 Election of Honorary Fellows

- 4.2.1 Procedures for nomination and election of Honorary Fellows are the same as those for nomination and election of Fellows.

4.3 Election of the Chair of the Faculty

- 4.3.1 Members of the College Senate Faculty may be nominated for the position of Chair of the Faculty by the Provost or by any Senate Faculty Fellow and, to signify the nominee's willingness to serve, by the nominee. Upon receiving the nominations, the Chair of the Faculty or the Provost conducts a ballot by electronic mail.
- 4.3.2 Only Members of the Senate Faculty Fellowship may vote.
- 4.3.3 In the event that there is only one nominee for the post of Chair of the Faculty, no election is held, and the Provost declares the nominee elected.

4.4 Election of Members of the Executive Committee

- 4.4.1 Fellows of the College may be nominated for membership on the Executive Committee by the Provost or any Faculty Fellow and, to signify the nominee's willingness to serve, by the nominee. Upon receiving the nominations, the Chair of the Faculty conducts an electronic mail ballot.
- 4.4.2 Only Faculty Fellows may vote.
- 4.4.3 In the event that the number of nominations equals the number of places to be filled, no election is held, and the Provost declares the nominees elected.

Chapter 5. Meetings

5.1 Meetings of the Fellows

- 5.1.1 Meetings of the Fellows shall be held at least once yearly at the call of the Provost or the Executive Committee.

- 5.1.2 The lesser of ten Fellows or one-third of the Fellows of the College constitutes a quorum.
- 5.1.3 At meetings of the Fellows, the Provost presides; or s/he may call upon the Chair of the Faculty to preside. If the Provost is to be absent, s/he may designate in advance a substitute. If s/he fails to do so, the Chair of the Faculty presides.
- 5.1.4 Only members of the Senate Faculty Fellowship may vote on Academic Senate matters, in accordance with Academic Senate by-law 12.2. The presiding officer determines whether or not the matter being voted on constitutes Academic Senate business. His or her ruling may be reversed by a vote of a majority of the Members of the Faculty present.

5.2 **Special Meetings of the Fellows**

- 5.2.1 At the written request of a quorum of the Fellows, the Executive Committee must call a meeting of the Fellows within one week.
- 5.2.2 At such meetings, the Chair of the Faculty or the Chair's designee presides.

Chapter 6. Committees

6.1 Executive Committee

- 6.1.1 The Executive Committee of the College consists of the Provost and the Chair of the Faculty, both ex officio, and three other Fellows of the College.
- 6.1.2 The duties and powers of the Executive Committee are as follows:
 - A. To advise the Provost on aspects of the administration of the College.
 - B. To recommend appropriate changes in College programs, courses, and requirements.
 - C. To act on behalf of the Faculty on matters of Academic Standing according to Chapters 5 and 12 of the Divisional Regulations.
 - D. To advise the Provost when necessary on appointments and promotions.
- 6.1.3 A quorum of the Executive Committee shall consist of three of its members.
- 6.1.4 Within the Executive Committee, only members of the Senate Faculty may vote on Academic Senate matters.
- 6.1.5 The elected members of the Executive Committee are normally chosen in Spring and begin their term in Fall.
- 6.1.6 Elected members serve staggered terms of two years.
- 6.1.7 If vacancies reduce membership of the Executive Committee to fewer than three elected members, the Provost shall appoint the number of replacement members necessary to restore a membership of four. A replacement member shall serve the length of the term of the person he or she replaced.

Chapter 7. Amendment

Subject to limitations proposed by Senate and Divisional By-Laws and Regulations, any of these By-Laws may be amended at any meeting of the Faculty in accordance with the procedure prescribed for amendment of Divisional By-Laws. (See Divisional By-Law 8.1.)