

IV. College Bylaws

In accordance with SCB 13.28.3, contained here are College Bylaws.

1. Cowell College Bylaws

[Ratified by the College June 2006.]

Chapter 1. Functions of the College.

1.1 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. (EC 31 Aug 08)

2.1.1 Fellows of the College who are members of the Academic Senate comprise the Senate Faculty of the College (Senate Faculty Fellows), in accordance with SCB 12.1.

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

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

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

2.1.5 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. (EC 31 Aug 08)

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

2.2.2 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.** (EC 31 Aug 08)
- 2.4.1** Graduate Students and Post-doctoral Researchers at UCSC may be designated Associate Fellows by the Provost by virtue of their association with the college.
- 2.4.2** 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.** (EC 31 Aug 08)
- 3.1.1** The Provost is the chief academic officer of the College. S/he normally presides at meetings of the Fellows of the College.
- 3.1.2** 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 Senate Faculty from its members exclusive of the Provost (see 4.3). 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. (EC 31 Aug 08)
- 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 SCB 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

7.1 Subject to limitations proposed by Senate and Divisional Bylaws and Regulations, any of these Bylaws may be amended at any meeting of the Faculty in accordance with the procedure prescribed for amendment of Divisional Bylaws. (See SCB 8.1.) (EC 31 Aug 08)

2. Stevenson College Bylaws

[Ratified by the College May 2008]

.Chapter 1. General

1.1 Functions of the College.

Stevenson College is an administrative, residential and academic unit. As an academic unit, the College is responsible for student advising and academic support programs, setting and administering College requirements for graduation, providing course offerings including those in support of College requirements, sponsoring individual interdisciplinary major programs, offering co-curricular academic programming, and monitoring academic progress.

Chapter 2. Fellowship

2.1 Senate Faculty Fellows.

2.1.1 Fellows of the College who are members of the Academic Senate, in accordance with SCB 12.1.

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

2.1.3 Only Senate Faculty Fellows may vote on Academic Senate matters.

2.1.4 New Senate Faculty Fellows will be admitted to the college by the Provost, with the advice and consent of the Senate Faculty Fellows.

2.2 Faculty Fellows.

All persons who hold regular or recurring teaching appointments and are affiliated with the College, including Core Course faculty, are Faculty Fellows of the College.

2.3 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 Visiting Fellows.

Visiting faculty at UCSC who are affiliated with the college may be designated Visiting Fellows by the Provost.

2.5 Honorary Fellows.

Anyone may be designated an Honorary Fellow of Stevenson by the Provost, with the advice and consent of the Senate Faculty Fellows.

2.6 Provost.

The Provost is a Senate Faculty Fellow of the College. S/he is the chief academic officer of the College. S/he normally presides at College meetings and at meetings of the Provost's Advisory Committee. S/he may participate in any deliberations of any committee of the College.

2.7 Chair of the Faculty.

The Chair of the faculty is a Senate Faculty Fellow who is elected by the Senate Faculty Fellows biannually. The Chair of the faculty is an *ex officio* member of the Provost's Advisory Committee. By vote of the Senate Faculty Fellows and Faculty Fellows present or by request of the Provost, the Chair of the faculty may preside at meetings of the fellows.

Chapter 3. Elections and Meetings

3.1 All elections and all balloting in the College are administered by the Provost by mail or email.

3.2 Meetings of the Fellows are at the call of the Provost or the Chair of the faculty.

3.3 At the written request of a majority of the Fellows, the Provost or Chair of the faculty must call a meeting of the Fellows within eight days.

Chapter 4. Committees**4.1 Provost's Advisory Committee.**

The Provost's Advisory Committee consists of 4-5 Stevenson Senate Faculty Fellows. Members are appointed by the Provost and serve for a term of two years. The duty of the Provost's Advisory Committee is to advise the Provost with regard to the academic administration of the College and co-curricular programs.

4.2 Academic Standing Committee.

The Academic Standing Committee consists of the Academic Advising Staff and at least one Stevenson Senate Faculty Fellow. Members are appointed by the Provost. This committee has authority to determine which students are subject to academic probation, barring or disqualification, and to set conditions for the subsequent return to the College of a student who has been barred or disqualified. This committee also recommends to the Provost students to be awarded College Honors upon graduation.

Chapter 5. Amendment

5.1 To amend these Bylaws, the proposed changes must be circulated to the Senate Faculty Fellows of Stevenson College. Any change(s) must be approved by a majority of those Senate Faculty Fellows voting. Such vote shall be by mail or e-mail.

3. Crown College Bylaws

[Ratified by the College May 2008]

Preamble

Crown College is an academic and residential unit. As an academic unit, the College is responsible for providing its students with academic advising, setting and administering College requirements for graduation, providing course offerings where necessary in support of College requirements,

administering minimum scholarship requirements, and sponsoring individual inter-disciplinary major programs. More generally the mission of the college is to support the academic aspirations of Crown students and the associated teaching, service and research missions of Crown fellows.

Chapter 1. Fellows

1.1 Senate Fellows.

- 1.1.1** Fellows of the College who are members of the Academic Senate compose the senate faculty of the College (senate fellows) and form a committee of the Santa Cruz Division of the Academic Senate in accordance with SCB 12.1.
- 1.1.2** Senate fellows of the College may only lose that status by separation from UCSC or resignation from the college.
- 1.1.3** Senate fellows of the College may vote on all College matters.
- 1.1.4** The provost is a senate fellow.
- 1.1.5** Prospective senate fellows are elected by a vote of the Executive Committee senate fellows.

1.2 Faculty Fellows.

- 1.2.1** Individuals holding non-Senate teaching appointments with Crown College are faculty fellows of the College.
- 1.2.2** Faculty fellows may vote on all non-Senate matters.

1.3 Staff Fellows.

- 1.3.1** The College Administrative Officer (CAO), the Associate College Administrative Officer (ACAO), and college professional staff that report to the ACAO or provost are staff fellows for the duration of their appointments.
- 1.3.2** In cases not covered by the preceding, determination of status is made by the provost in consultation with the executive committee.
- 1.3.3** Staff fellows may vote on all non-Senate College matters.

1.4 Associate Fellows.

- 1.4.1** At the discretion of the provost, any person contributing to the mission of Crown College may be designated as an associate fellow by the provost on approval of the executive committee.
- 1.4.2** Associate fellows are not eligible to vote on College matters.

Chapter 2. Officers

2.1 Provost.

2.1.1 The provost is the chief academic officer of the College. S/he normally presides at meetings of the fellows of the College.

2.1.2 The primary duties of the provost include the following:

- A. Provide leadership and vision for the development 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 with the advice of the executive committee.
- D. Supervise and assist in the recruitment of college academic staff.
- E. Recruit fellows and faculty.
- F. Work with the college advising and residential life staff to conduct and improve student advising, mentorship, orientation, and co-curricular activities.
- G. Develop and administer programs for student awards, grants, and honors in conjunction with academic staff and the executive committee.
- H. Provide guidance to student groups.
- I. Work with the college staff to develop the commencement program and preside at graduation.
- J. Undertake such responsibilities as delegated by the Divisional Senate.

2.1.3 The provost is selected by the campus administration.

2.2 Chair of the Faculty.

2.2.1 The Chair of the faculty is a senate fellow of the college.

2.2.2 The provost may not serve as Chair of the faculty.

2.2.3 The Chair of the faculty is elected bi-annually by and from among the executive committee Senate fellows.

2.3.4 The Chair's term is two years beginning September 1.

2.2.5 Should the office become vacant prior to completion of the term, the executive committee appoints one of its members to complete the term of office.

2.3 College Administrative Officer and Associate College Administrative Officer.

The College Administrative Officer (CAO) and Associate College Administrative Officer (CAAO) oversee the non-academic administration of the College.

2.4 Academic Staff.

2.4.1 As supervised by the provost, the academic preceptors and advisors are responsible for College academic advising.

- 2.4.2** The academic staff assists the provost in all matters concerning the academic role of the college and related co-curricular endeavors.
- 2.4.3** The senior preceptor supports meetings of the College academic standing committee, which reviews the academic records of students, identifies students subject to disqualification and students eligible for College Honors, and recommends appropriate action to the provost. The Preceptors consult regularly and fully with this committee.

Chapter 3. Committees

3.1 Executive Committee.

- 3.1.1** The executive committee of the fellows shall consist of at least six Senate and faculty fellows (four of which must be senate fellows) a staff fellow appointed by the provost, and one student appointed by the Crown Student Senate, and (ex-officio) the provost.
- 3.1.2** The senate and faculty fellow members of the executive committee are elected by the senate and faculty fellows, as indicated in Chapter 4 below. Elected members shall serve four-year staggered terms with three members of the committee elected every two years.
- 3.1.3** At the request of the provost or by vote of the executive committee the Chair of the faculty may chair the meetings of the executive committee in place of the provost.
- 3.1.4** A quorum of the executive committee shall consist of three senate and faculty fellows.
- 3.1.5** Within the executive committee, only senate fellows may vote on Academic Senate matters and a quorum for Academic Senate matters consists of 2 senate fellows.
- 3.1.6** The executive committee shall consult regularly and fully with the provost and shall advise her/him on the administration of the college. The executive committee shall recommend such legislation to the fellows as it considers appropriate.

3.2 Academic Standing Committee.

- 3.2.1** The academic standing committee shall consist of a minimum of three senate fellows appointed by the executive committee after consultation with the provost.
- 3.2.2** The committee shall consult regularly and fully with the academic preceptor(s) and advisor(s) who staff the committee.
- 3.2.3** The academic standing committee shall recommend to the provost appropriate action for students of the college subject to academic disqualification. It shall recommend to the registrar which students are to receive honors.
- 3.2.4** The academic standing committee is appointed in the fall quarter for a one year term.

Chapter 4. Elections

4.1 All Elections may take place by electronic mail.

4.2 Nomination of Fellows.

4.2.1 Any fellow of the college may nominate prospective fellows to the executive committee.

4.3 Election of the Executive Committee.

4.3.1 Fellows of the College may be nominated for membership on the executive committee by the provost or by any senate or faculty fellow.

4.3.2 The Chair shall call for nominations of the Executive Committee from the Senate and Faculty fellows. Nominations must be received within two weeks of the call.

4.3.3 The provost confirms the nominees' willingness to serve and conducts the election.

4.3.4 Only senate and faculty fellows may vote.

4.3.5 In the event that the number of nominations equals or is less than the number of places to be filled, no election is held, and the provost declares the nominees elected.

4.3.6 When a member of the executive committee cannot complete her/his term, a replacement to complete the term shall be selected by the executive committee in consultation with the provost.

4.4 Appointment of Members of the Academic Standing Committee.

4.4.1 Fellows of the College may be nominated for membership on the academic standing committee by the provost or by any senate fellow.

4.4.2 The provost confirms the nominees' willingness to serve and the committee is appointed by a vote of the Executive Committee.

Chapter 5. Meetings

5.1 Meetings of the Fellows.

5.1.1 The Provost or the Executive Committee may call a meeting of the fellows.

5.1.2 The lesser of ten fellows or one-third of the senate and faculty fellows of the College constitutes a quorum.

5.1.3 The provost normally presides at meetings of the fellows. However, by vote of the senate and faculty fellows present or by request of the provost, the Chair of the faculty may preside.

- 5.1.4** Only members of the senate fellowship may vote on Academic Senate matters, in accordance with SCB 12.2. The presiding officer determines whether or not the matter being voted on constitutes Academic Senate business.
- 5.1.5** The lesser of ten senate fellows or one-third of the senate fellows of the College constitutes a quorum when considering Academic Senate business.

5.2 Special Meetings of the Fellows.

- 5.2.1** At the written request of ten 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. Amendment

6.1 These bylaws may be changed in whole or in part upon the approval of at least two thirds of a quorum of senate and faculty fellows voting on the matter (but in no case fewer than 10). Proposed amendment must be communicated via electronic mail to all faculty fellows at least five business days before the vote takes place. No vote on a proposed change shall be permitted except on a day of regular academic business during the fall, winter and spring quarters.

4. Merrill College Bylaws

[Ratified by the College June 2008]

Chapter 1. Functions of the College

1.1 Merrill College is an academic, administrative and residential unit of the University of California at Santa Cruz. As an academic unit, the College provides its students with academic advising, sets and administers College requirements for graduation, provides course offerings in support of College requirements, sponsors individual interdisciplinary major programs, administers minimum scholastic requirements, and hosts graduation commencement ceremonies.

Chapter 2. Officers

2.1 Provost.

- 2.1.1** The Provost is the chief academic officer of the College.
- 2.1.2** The duties of the Provost are as follows
- A. Provide leadership in defining the vision and the mission of the College.
 - B. Preside at meetings of the Fellows of the College.
 - C. Develop and supervise the academic curriculum and degree requirements.
 - D. Develop and supervise College academic and service learning initiatives.
 - E. Manage the College academic budget and discretionary funds from endowments and gifts.
 - F. In conjunction with a search committee, select the Academic Preceptors.

- G. Work with the College advising and residential life staff to develop and conduct a student advising and orientation system.
- H. Develop and administer programs for student awards, grants, and honors in conjunction with the Academic Preceptors.
- I. Work with the Program Coordinator to develop extracurricular academic activities that enhance student life at the College.
- J. Work with the Program Coordinator to develop the commencement program and preside at graduation.
- K. Provide guidance to student groups.

2.2. The Chair of the Faculty.

2.2.1 The Chair of the Faculty must be a member of the Academic Senate.

2.2.2 S/he may preside at meetings of the College Fellows.

2.2.3 S/he serves, *ex-officio*, on the College Advisory Committee.

2.2.4 The Chair of the faculty is elected every three years by the faculty from its members exclusive of the Provost. Elections are held by electronic mail ballot in the spring term of the third year; the three-year term begins with the fall term following elections. Should the office become vacant, a replacement to complete the term will be selected by the Provost, in consultation with the Advisory Committee.

2.3 College Administrative Officer.

2.3.1 The College Administrative Officer (CAO) oversees the non-academic administration of the College.

2.4 Academic Preceptors.

2.4.1 The Academic Preceptors supervise College academic advising and report to the Provost.

2.4.2 The Academic Preceptors assist the Provost in all matters concerning academic student life.

2.4.3 The Academic Preceptors serve on the Academic Standing committee.

2.4.4 The Academic Preceptors assist the Provost in all matters concerning the academic role of the College and related co-curricular endeavors.

Chapter 3. Fellowship

3.1 Fellows.

3.1.1 All persons holding academic appointments whose offices are in Merrill College are automatically Fellows of the College. All persons holding recurring teaching appointments in the College are also Fellows of the College for the duration of their appointments. Others eligible for Fellowship in the College include academic appointees of UC Santa Cruz whose

offices are elsewhere, faculty holding non-recurring teaching appointments of one year or less at UCSC or at the College, Graduate Students, Post-doctoral Researchers, and staff members associated with Merrill College.

3.2 Senate Faculty Fellows.

3.2.1 Only those Fellows who are members of the Academic Senate may vote on Academic Senate matters in accordance with SCB 12.2.

3.2.2 The Senate Faculty Fellows of the College constitute a committee of the Academic Senate.

3.2.3 Senate Faculty Fellows of the College may only lose that status by leaving the employ of UC Santa Cruz or by resignation from the College.

3.3 Faculty Fellows.

3.3.1 Faculty Fellows are those who hold non-senate teaching appointments with Merrill College.

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

3.4 Staff Fellows.

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

3.4.2 Staff Fellows do not vote on College matters.

3.5 Associate Fellows.

3.5.1 Graduate Students, Post-doctoral Researchers, and staff members associated with Merrill College, and with UCSC at large, may be designated Associate Fellows by the Provost.

3.5.2 Associate Fellows do not vote on College matters.

3.6 Visiting Fellows.

3.6.1 Persons holding non-recurring teaching appointments of one year or less at UCSC or at the College may be designated Visiting Fellows by the Provost.

3.6.2 Visiting Fellows do not vote on College matters.

3.7 Honorary Fellows.

3.7.1 Anyone not holding an active appointment at UCSC may hold the title of Honorary Fellow.

- 3.7.2 The number of such appointments shall be limited to fifteen, and the term of the appointments to five years, renewable by mutual consent.
- 3.7.3 Honorary Fellows may be nominated by other Fellows. The Provost decides whether to accept these nominations, and may also invite any eligible person to become an Honorary Fellow of the College.
- 3.7.4 Honorary Fellows do not vote on College matters.

Chapter 4. Committees

4.1 Advisory Committee.

- 4.1.1 The Advisory Committee advises the Provost with respect to any issues in the College which are of interest to the Fellows. It serves as a communication link between the Provost and the Fellows.
- 4.1.2 The Advisory Committee consists of the Provost of the College, the Chair of the Faculty, and three other Fellows of the College (at least two of whom must be Senate Faculty Fellows).
- 4.1.3 The Provost and the Chair of the Faculty serve as *ex-officio* members.
- 4.1.4 The Senate Faculty Fellows and Faculty Fellow members of the Advisory Committee are selected in conformance with Chapter 5.

4.2 Academic Standing Committee.

- 4.2.1 The Academic Standing Committee is composed of the College Preceptors and at least one Faculty Senate Fellow or Faculty Fellow.
- 4.2.2 In conjunction with the Provost, administers the student academic standing regulations.
- 4.2.3 It recommends to the Provost the appropriate action for students of the College, including dismissal and reinstatement.
- 4.2.4 In conjunction with the Provost, the Academic Standing Committee selects and recommends to the Registrar's office those students receiving College Honors.
- 4.2.5 The Academic Standing Committee is appointed by the Provost in the fall for a one-year term.

Chapter 5. Procedures

5.1 Appointment of Fellows.

- 5.1.1 In addition to the stipulations presented in 3.1.1, the Provost may also invite any eligible person to become a Fellow of the College.

5.2 Election of the Chair of the Faculty.

5.2.1 Senate Faculty Fellows may be nominated for the position of Chair of the Faculty by the Provost or by any Senate Faculty Fellow. The Provost confirms the nominee's willingness to serve and conducts a ballot by electronic mail.

5.3 Selection of Advisory Committee Members.

5.3.1 The Provost shall call for nominations to the Advisory Committee from the Senate Faculty Fellows and Faculty Fellows. Nominations shall be received within two weeks of the call.

5.3.2 A Fellow may nominate him or herself, or nominate other Fellows of the College for membership to the Advisory Committee.

5.3.3 The Provost confirms the nominees' willingness to serve and appoints the members.

5.3.4 If there are insufficient nominations, the Provost may appoint all nominees and may call upon other faculty to fill other remaining positions.

5.3.5 If there are no nominations, the Provost may call upon faculty to serve.

5.3.6 If there are more nominations than vacancies, the Provost will conduct an election by an electronic mail ballot.

5.3.7 When a member of the Advisory Committee cannot complete her/his term, a replacement to complete the term will be selected by the Provost, in consultation with the other committee members.

5.4 Selection of Academic Standing Committee Members.

5.4.1 In addition to the Academic Preceptors whose duties include service in the Academic Standing Committee, at least one Senate Faculty Fellow or Faculty Fellow serves on the committee. The Provost shall call for nominations to the Academic Standing Committee.

5.4.2 The Provost confirms the nominees' willingness to serve and appoints the member(s). If more than one nominee is willing to serve, the Provost decides which one(s) to appoint.

5.4.3 In the event that there are no nominations, the Provost may call upon faculty to serve.

5.4.4 When a Faculty member of the Academic Standing Committee cannot complete his/her term, a replacement to complete the term will be selected by the Provost, in consultation with the Academic Preceptors.

Chapter 6. Fellows Meetings

6.1.1 A Fellows meeting shall be held at least once yearly at the call of the Provost or the Advisory Committee.

- 6.1.2** The Provost normally presides at the meetings of the Fellows. If the Provost is to be absent, s/he may call upon the Chair of the Faculty in advance to preside. Additionally, by vote of the Senate and Faculty Fellows present, the Chair of the faculty may preside.
- 6.1.3** The lesser of ten Fellows or one-third of the Senate Faculty Fellows and Faculty Fellows of the College constitutes a quorum for non-senate business.
- 6.1.4** Only Senate Faculty fellows may vote on Academic Senate matters, in accordance with SCB 12.2. The chair of the meeting determines whether or not the matter being voted on constitutes Academic Senate business. His or her ruling may be reversed by a simple majority vote of the Senate Faculty Fellows present at the meeting.
- 6.2 Special Meetings of the Fellows.**
- 6.2.1** At the written request of two-thirds of the Senate Faculty Fellows and Faculty Fellows, the Advisory Committee must call a meeting of the Fellows within one week.

Chapter 7. Amendments

7.1 Subject to limitations proposed by Senate and Divisional Bylaws and Regulations, any of these Bylaws may be amended at any meeting of the Fellows in accordance with the procedure prescribed for amendment of Divisional Bylaws (See SCB 8.1.) with a two-third majority, or by a simple majority vote of Fellows participating in an electronic mail ballot.

5. Porter College Bylaws [Ratified by the College May 2006] **Preamble**

Porter College is an administrative, residential, and academic body. As an academic body, the college is responsible for providing its students with academic advising, setting and administering College requirements for graduation, providing course offerings where necessary in support of College requirements, administering minimum scholarship requirements, and sponsoring individual inter-disciplinary major programs. More generally the academic mission of the college is to support the academic aspirations of Porter students and the associated teaching and research of Porter fellows.

Chapter 1. Fellows

1.1 Senate Fellows.

- 1.1.1** Fellows of the college who are members of the Academic Senate are called "Senate fellows," comprise "the faculty of the college," and thus form a committee of the Academic Senate in accordance with SCB 12.1.
- 1.1.2** Senate fellows of the college lose that status only by leaving the employ of UCSC or by resignation from the college.

1.1.3 Only Senate fellows of the college may vote on Academic Senate matters.

1.1.4 Prospective Senate fellows of the college are nominated and elected by current Senate fellows of the college as described in Section 4.1 of these Bylaws.

1.2 Faculty Fellows.

1.2.1 All persons who are not members of the Academic Senate but who hold regular or recurring teaching appointments and are affiliated with the college are faculty fellows of the college. Procedures by which non-Senate faculty may affiliate with the college are detailed in Section 4.2 of these Bylaws.

1.2.2 Faculty fellows may vote on all non-Senate matters in the college.

1.2.3 Prospective faculty fellows may be nominated and elected by the Senate and faculty fellows of the college.

1.3 Staff Fellows.

1.3.1 The College Administrative Officer (CAO), the Associate College Administrative Officer, the administrative assistant to the provost, the administrative assistant of the CAO, the financial coordinator, the college counselor, the coordinator(s) of college programs, the director of the Sesnon Gallery, the residential life staff, the academic advisors, and the college office staff are staff fellows for the duration of their appointments.

1.3.2 In cases not covered by the preceding, determination of status is made by the provost in consultation with the executive committee.

1.3.3 Staff fellows do not vote on college matters.

1.4 Associate Fellows.

1.4.1 At the discretion of the provost, any person contributing to the life of Porter College may be designated as an associate fellow by the provost in consultation with the executive committee.

1.4.2 Graduate students and Post-doctoral Researchers at UCSC may be designated associate fellows by the provost in consultation with the executive committee.

1.4.3 Associate fellows are not eligible to vote on college matters.

1.5 Visiting Fellows.

1.5.1 All persons holding non-recurring teaching appointments of less than one year and who are affiliated with the college may be designated visiting fellows by the provost.

1.5.2 Visiting fellows are not eligible to vote on college matters.

Chapter 2. Officers

2.1 Provost.

2.1.1 The provost is the chief academic officer of the college. S/he normally presides at meetings of the fellows of the college.

2.1.2 The primary duties of the provost are as follows:

- A. Provide leadership in defining the vision and the mission of the college.
- B. Develop and supervise, with the advice of the executive committee, the academic curriculum and degree requirements.
- C. Manage the college academic budget and discretionary funds from endowments and gifts with the advice of the executive committee.
- D. Supervise and assist in the recruitment of college academic staff.
- E. Recruit fellows and faculty.
- 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 and the executive committee.
- 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.

2.2 Chair of the Faculty.

2.2.1 The chair of the faculty is a senate fellow of the college.

2.2.2 The chair of the faculty is elected annually by the senate and faculty fellows from its members exclusive of the provost. The chair normally serves for one calendar year beginning with the first day of classes fall term.

2.2.3 The chair of the faculty represents her/his department on the executive committee or serves as a “member at large” of that committee. At the request of the provost or by vote of the executive committee the chair of the faculty may be asked to preside at the meetings of the executive committee in place of the provost.

2.2.4 At the request of the provost or by vote of the fellows, the chair of the faculty may preside at meetings of the fellows.

2.2.5 When necessary, the provost may designate the chair of the faculty to act in her or his absence.

2.3 College Administrative Officer.

The College Administrative Officer (CAO) oversees the non-academic administration of the college.

2.4 Academic Preceptors and Advisors.

- 2.4.1** The Academic Preceptors and Advisors are selected by committees normally appointed and chaired by the provost.
- 2.4.2** As supervised by the provost, the Preceptors and Advisors are responsible for College academic advising.
- 2.4.3** The Academic Preceptors assist the provost in all matters concerning the academic role of the college and related co-curricular endeavors.
- 2.4.4** The Senior Preceptors conduct meetings of the college academic standing committee, which reviews the academic records of students, identifies students subject to disqualification and students eligible for College Honors, and recommends appropriate action to the provost. The Preceptors consult regularly and fully with this committee.

Chapter 3. Committees

3.1 Executive Committee.

- 3.1.1** The executive committee of the fellows shall include at least six Senate and/or faculty fellows elected by Senate and faculty fellows: one from each of the Arts Division undergraduate departments and one at large, preferably from outside the arts disciplines. One of the executive committee members shall also serve as chair of the faculty.
- 3.1.2** In addition, the provost and college administrative officer shall serve *ex officio* as non-voting members of the committee.
- 3.1.3** At the request of the provost or by vote of the executive committee the chair of the faculty may preside at meetings of the executive committee in place of the provost.
- 3.1.4** A quorum of the executive committee shall consist of one half of its members.
- 3.1.5** Within the executive committee, only senate fellows may vote on Academic Senate matters.
- 3.1.6** The executive committee shall consult regularly and fully with the provost and shall advise her/him on the administration of the college. The executive committee shall recommend such legislation to the fellows as it considers appropriate.
- 3.1.7** The executive committee shall oversee the policies governing the disbursement of endowment funds the stated purpose of which is to "assist in the establishment and support of a college at the Santa Cruz campus." It shall have all other powers granted to it elsewhere in these bylaws.

3.2 Academic Standing Committee.

- 3.2.1** The academic standing committee shall include a minimum of four Senate fellows.

- 3.2.2 Only Senate fellows may vote to elect members of the academic standing committee.
- 3.2.2 The committee shall consult fully with the academic preceptor(s) who will serve as members *ex officio*. An academic preceptor presides at meetings of the committee.
- 3.2.3 The academic standing committee shall recommend to the provost appropriate action for students of the college subject to academic disqualification. It shall recommend to the provost which students of the college have completed the requirements for graduation and recommend the granting of a degree, including the granting of honors, when appropriate.

Chapter 4. Elections

4.1 Election of Senate Fellows.

- 4.1.1 Members of the UCSC Academic Senate may be nominated to the fellowship either by the provost or by individual fellows of the college.
- 4.1.2 The provost brings these nominations for consideration by the executive committee at least twice each year.
- 4.1.3 At least five business days prior to the executive committee meeting, relevant information (C.V. and/or self-description, etc.) shall be circulated to the executive committee via electronic mail.
- 4.1.4 An affirmative vote of two-thirds of the executive committee members voting (not counting abstentions) is necessary for election to the fellows.

4.2 Election of Faculty Fellows.

- 4.2.1 Persons who are not members of the Academic Senate but who hold regular or recurring teaching appointments at UCSC may be nominated to become faculty fellows of the college either by the provost or by individual fellows of the college.
- 4.2.2 The provost brings these nominations for consideration by the executive committee at least twice each year.
- 4.2.3 At least five business days prior to the executive committee meeting, relevant information (C.V. and/or self-description, etc.) shall be circulated to the executive committee via electronic mail.
- 4.2.4 An affirmative vote of two-thirds of the executive committee members voting (not counting abstentions) is necessary for election to the fellows.

4.3 Election of the Chair of the Faculty.

- 4.3.1 Senate fellows may be nominated for the position of chair of the faculty by the provost or by any Senate fellow.

- 4.3.2 The provost may not serve as chair of the faculty.
- 4.3.3 The chair normally serves for one calendar year normally beginning with the first day of classes fall term.
- 4.3.4 Nominations must be received by the beginning of the general meeting of the fellows for which the election has been announced.
- 4.3.5 The provost confirms the nominees' willingness to serve and conducts an election.
- 4.3.6 Only Senate and faculty fellows may vote.
- 4.3.7 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.
- 4.3.8 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.
- 4.4 Election of Members of the Executive Committee.**
 - 4.4.1 Senate and faculty fellows of the college may be nominated for membership on the executive committee by the provost or by any Senate fellow or faculty fellow.
 - 4.4.2 Nominations must be received by the beginning of the general meeting of the fellows for which the election has been announced.
 - 4.4.3 The provost confirms the nominees' willingness to serve and the chair of the faculty conducts an election at a meeting of the fellows.
 - 4.4.4 Only Senate and faculty fellows may vote.
 - 4.4.5 Within five days of the announcement of the election results of the fellows meeting, any fellow may call for an email ballot to be held.
 - 4.4.6 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.
 - 4.4.7 When a member of the executive committee cannot complete her/his term, a replacement to complete the term shall be appointed by the provost with the approval of the executive committee.
- 4.5 Election of Members of the Academic Standing Committee.**
 - 4.5.1 Senate fellows of the college may be nominated for membership on the academic standing committee by the provost or by any faculty fellow.
 - 4.5.2 Nominations must be received by the beginning of the general meeting of the fellows for which the election has been announced.

- 4.5.3 The provost confirms the nominees' willingness to serve and the chair of the faculty conducts an election at a meeting of the fellows.
- 4.5.4 Within five days of the announcement of the election results of the fellows meeting, any fellow may call for an email ballot to be held.
- 4.5.5 Only Senate fellows may vote.
- 4.5.6 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.
- 4.5.7 When a member of the academic standing committee cannot complete her/his term, a replacement to complete the term shall be appointed by the provost with the approval of the executive committee.

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 A total of ten Senate and faculty fellows (combined) constitutes a quorum.
- 5.1.3 The provost normally presides at meetings of the fellows. However, by vote of the faculty fellows present or by request of the provost, the chair of the faculty may be asked to preside.
- 5.1.4 Only members of the Senate fellowship may vote on Academic Senate matters, in accordance with SCB 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 plurality of the members of the senate and faculty fellows 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. Amendment

- 6.1 These bylaws may be changed in whole or in part upon the approval of at least two thirds of those senate and faculty fellows voting on the matter not counting abstentions. The proposed amendment must be communicated via electronic mail to all senate and faculty fellows at least five business days before the vote is due. Any vote on a proposed change must fall due on a day of regular academic business during the fall, winter or spring quarters.

6. Kresge College Bylaws

[Ratified by the College February 2009.]

Chapter 1. Functions of the College.

1.1 Kresge 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, and providing course offerings where necessary in support of College requirements. Within the guidelines of the Regents of the University of California and the Academic Senate, Kresge College believes that all members of the community—faculty, students, staff, and associates—should have an opportunity to influence non-academic decisions that affect the College. The following Bylaws pertain to academic college matters.

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 SCB 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 non-Academic Senate 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 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.

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.

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.

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.

Chapter 3. Officers.

3.1 Provost.

The Provost is the chief academic officer of the College. She/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. She/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 academic standing committee.
- 3.4.4** The Academic Preceptors are selected by committees normally appointed and chaired 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 she/he may call upon the Chair of the Faculty to preside. If the Provost is to be absent, she/he may designate in advance a substitute. If she/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 SCB12.2. 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 members (excluding the Provost), the Provost shall appoint the number of replacement members necessary to restore a membership of four. A replacement member shall serve until spring of the year they are appointed, at which time a new election shall take place. [EC 3 Mar 09]

Chapter 7. Amendment.

7.1 Subject to limitations proposed by Academic Senate and Divisional Bylaws and Regulations, any of these Bylaws may be amended at any meeting of the Faculty in accordance with the procedure prescribed for amendment of Divisional Bylaws. (See SCB 8.1) [EC 31 Aug 09]

7. Oakes College Bylaws

Revision awaiting college ratification.

8. College Eight Bylaws

[Ratified by the College May 2009]

Preamble

These Bylaws serve two purposes. First, they enumerate the legal powers which the various members of the College Eight community may exercise. Second, they articulate the expectations which members of the College hold of one another and of other units within the University.

The primary function of these Bylaws is to record the legal limitations within which the College is governed. We do so in an effort to avoid internal confusion and misunderstanding. We hope that this delineation will also minimize the danger of jurisdictional controversy between College Eight and the various units in the University whose powers and responsibilities circumscribe our own. These Bylaws do not in any way represent an attempt to change the residual or delegated powers which College Eight may properly exercise.

The secondary purpose of these Bylaws is to enunciate our academic and political expectations; we do so on the assumption that the allocation of decision-making power is often less important than the perceptions and expectations of those offered by its exercise. Resolution of conflict is a secondary goal of these Bylaws; our first task is to avoid it.

Guiding Policies

Academic Policy

It is the policy of College Eight to foster intellectual and creative endeavor of the highest quality. This scholarly commitment is directed both toward established disciplines and to scholarship which combines or transcends areas of traditional academic delineation.

Administrative Policy

DISCLOSURE. In matters of administration, it is College policy to permit the fullest disclosure of facts which is possible without transgressing the normal limits of discretion in matters of confidence and personal privilege to the Governing Body, as herein defined, of facts relating to administrative decisions and to permit full discussion at College Meetings of matters which are deemed significant by the Governing Body of the College. Discussion at College Meetings on significant administrative issues should always precede the relevant administration decision.

RECRUITING. Within the reasonable bounds of confidentiality and regard for personal rights, it is the College policy to encourage the fullest possible participation of the College Governing Body in matters pertaining to the hiring of teaching and principal academic advisory staff by the College.

Chapter 1. Definitions.

1.1 Academic Affairs. Consistent with UC Regents' Standing Order (RSO) 105.2, Academic Affairs include but are not limited to:

Student counseling
 College curriculum
 Faculty hiring and advancement
 Academic freedom
 Faculty government
 Educational policy
 Academic standards and requirements
 Course content
 Teaching quality
 Faculty conduct

- 1.2. College Eight.** College Eight is both an academic and an administrative unit of UCSC. It consists of Senate and non-Senate faculty members who are Fellows of College Eight, Research Fellows, Other Fellows, Staff fellows, and Students.
- 1.3. College Affairs.** For purposes of these Bylaws, College Affairs are all matters of business presented for discussion to a College Meeting except those which are within the purview of the Academic Senate under Regents' Standing Order 105.2 (e.g., Academic Affairs and matters of finance).
- 1.4. College Meeting.** A College Meeting is either a meeting of the faculty sitting as a subcommittee of the Academic Senate or a meeting of the College Governing Body as described in Chapter 2, Section 2.1 (b).
- 1.5. Executive Committee.** The Executive Committee consists of the Provost, two members elected by the Governing Body from its membership, and a Chair of the Faculty who shall be elected by the Governing Body from among the Senate Fellows of College Eight. Members of the Executive Committee may be nominated by any member of the Governing Body or by the Provost. In the event that the number of nominations equals the number of places to be filled, no election is held and the provost shall declare the nominees elected. Quorum shall consist of half the members of the Executive Committee; when the Executive Committee meets as a committee of the Academic Senate, quorum shall consist of half the Senate members of the committee.
- 1.6** The Chair of the Faculty shall preside at meetings of the Executive Committee, and at College Meetings pursuant to section 2.2 of these Bylaws.
- 1.7 Faculty Secretary.** A member of the Executive Committee shall supervise elections, serve notice of College Meetings, maintain the minutes, and do other business related to College Meetings.
- 1.8 Fellows.** There are eight categories of Fellows within the College.

Senate Fellows of College Eight: All Academic Senate members invited by the Provost to

affiliate with College Eight shall be Fellows of College Eight. Senate fellows lose their status only by leaving the employ of UCSC or by resignation from the college.

Non-Senate Fellows of College Eight: All non-Senate faculty teaching College Eight courses during an academic year shall be Fellows of College Eight during that year.

Research Fellows: The Governing Body of College Eight shall elect as its Research Fellows such individuals as they may deem appropriate by virtue of outstanding College service or intellectual distinction. Research Fellows may not vote on College Eight business.

Emeriti Fellows: Senate and non-Senate faculty who were Fellows of College Eight when they retired are Emeriti Fellows.

Staff Fellows: All staff members of College Eight shall be Staff Fellows.

Graduate Student Fellows: Graduate students teaching or working for College Eight, as well as those whose academic work converges with the mission of the College, may be appointed Graduate Student Fellows by the Provost.

Visiting fellows: Scholars, or professionals visiting the Santa Cruz area whose expertise will benefit the College Eight community. These fellows must be elected by the Executive Committee for a period ranging from one month to 36 months. Any member of the Academic Senate can nominate a fellow by writing to the Provost.

Distinguished fellows: Distinguished scholars or professionals chosen for their long history of professional contributions to their field. These fellows must be elected by the Executive Committee, and once elected, they remain fellows unless they are recalled by a majority vote of the Executive Committee. Any member of the Academic Senate can nominate a fellow by writing to the Provost.

- 1.9 Governing Body.** The Governing Body of College Eight consists of the Senate Fellows of College Eight.
- 1.10 Provost.** The Provost is the chief academic officer of the College and a Fellow of College Eight.
- 1.11 College Administrative Officer.** The College Administrative Officer is the chief administrative officer of the College and a Staff Fellow of College Eight.
- 1.12 Student.** A Student is a person enrolled in UCSC, College Eight for academic credit.

Chapter 2. College Meetings

- 2.1** Ancillary subcommittees and other bodies formed pursuant to these Bylaws may meet as

provided herein or as agreed to by their respective members. College Eight will, however, meet as a unit in one of two distinct capacities and in no other.

- A. As an Academic Senate Committee. The Faculty of College Eight is a committee of the Santa Cruz Division of the Academic Senate of the University of California. When meeting in its capacity as an Academic Senate Committee, only matters which are within the purview of the Academic Senate may be decided upon. On these matters, only the Senate Faculty may vote. Non-Senate faculty fellows and staff fellows may participate fully in discussion.
- B. As the Governing Body of College Eight. All matters which are not within the purview of the Academic Senate and which are otherwise within the jurisdiction of the Governing Body are College Affairs. All members of the Governing Body may vote on issues which are College Affairs.

When it meets in either of these capacities, twenty-five per cent of those eligible to vote shall constitute a quorum for a College Meeting.

- 2.2 The Chair of the Faculty shall preside at all College Meetings provided, however, that he/she may relinquish the chair to the Provost if he/she so chooses. The Chair of the Faculty may, however, reassume the chair at any time at his/her own discretion. The Governing Body may, by majority vote, request that the Chair of the Faculty reassume the chair at any time.
- 2.3 College Meetings shall be called as necessary by the Executive Committee at the suggestion of the Governing Body, the Provost, or any three Fellows. Reasonable notice of College Meetings shall be given by the Executive Committee of the time, place, business to be discussed and whether it is an Academic Senate Committee meeting, or a meeting of the Governing Body. Meetings of the fellows shall be held at least once yearly.
- 2.4 Any College Meeting may be declared *pro tempore* by the moderator to be an Academic Senate Committee meeting. Decisions relating to College Affairs which are made while sitting as such a Committee shall be without force or effect.
- 2.5 The Provost may establish other committees, in particular, a Provost's Council, which may conduct specific projects for College Eight, subject to the approval of the Executive Committee.

Chapter 3. College Government.

- 3.1 **The Provost.** As chief academic officer of College Eight, the Provost has such powers as may be vested in him/her by the Chancellor or through the authority of the University Regents.
- 3.2 **Elections.** All contested elections shall be by either an open or secret ballot. The Faculty Secretary shall supervise all elections and appoint such tellers as he/she may deem necessary. Should any elective office become vacant less than two quarters before the end of an academic year, it shall be filled by a candidate chosen by the Executive Committee. Other vacancies shall be filled by special election. Elections shall be held in the spring quarter. Terms of office shall

be one year commencing July 1, unless the Governing Body decides otherwise or unless an incumbent is recalled. All elections in College Eight are by electronic mail.

3.3 Recall. Any officer of College Eight who holds office under, and holds authority through these Bylaws may be recalled as follows:

Those persons seeking the recall shall circulate among the members of the Governing Body a petition stating the name and office of the person who is the subject of the recall proposal.

Upon receipt of a recall petition signed by one-quarter of the Governing Body, the Faculty Secretary shall hold a recall election within the following ten days.

If a majority of those voting so determine, the recall candidate shall be recalled. The Faculty Secretary shall notify the recalled officer and the members of the Governing Body of the election results within two days of the balloting.

3.4 Executive Committee. The Executive Committee has the following functions:

To advise the Provost with regard to all aspects of College administration, including interactions with donors, alumni and committees such as a Provost Council Expenditures of Endowment Funds or Funds Functioning as an Endowment require the concurrence of the Executive Committee.

To administer College Eight degree requirements and to recommend revisions of such requirements.

To undertake such projects as may be assigned by the Governing Body.

3.5 The provost shall convene a committee to consider the appointment and reappointment of faculty and graduate student instructors for College Eight Courses. The committee may consist of Non-Senate faculty and should include the Core Course Coordinator and the College Writing Coordinator, as well as others at the Provost's discretion.

3.6 Academic Standing Committee. A Committee on Academic Standing shall be formed from among the Fellows of College Eight to consider all matters relating to the academic status of particular students and any questions having to do with the academic rights and privileges of individual students. The Committee shall be appointed by the Provost or the Chair of the Executive Committee. It shall consist of not more than four members of the Senate and non-Senate Faculty. The Preceptors shall sit with the Committee.

3.7. As long as the Academic Standing Committee proceeds by consensus, both Senate and non-Senate members and staff may participate. Formal votes must be taken only from among Senate faculty.

3.8. Preceptor(s). The Preceptor(s) shall be responsible for advising students and faculty in academic matters, assisting faculty counseling, advising students and faculty counselors on

matters related to graduate programs, employment opportunities and shall discharge such other duties within their job descriptions as may be suggested by the Academic Standing Committee and assigned by the Provost.

3.9. Ombudsman. The Governing Body may elect from its membership one Fellow of College Eight to serve as Ombudsman. The Ombudsman shall serve the following functions:

He/she shall serve as mediator between members of the College Eight community (i.e., Students, Staff and Fellows) and any academic and/or administrative organ of College Eight or the University of California.

The Ombudsman shall investigate, at his/her discretion any grievance presented and if he/she thinks it appropriate make recommendations for academic or administrative action to the appropriate officer, body or person within the College or University.

The Ombudsman may, with the consent of the aggrieved party raise any issue at any College Meeting and may at such time and he/she deems appropriate, make his/her recommendations known to the Governing Body.

The Ombudsman should have access to any academic or administrative documents or facts which he/she seems relevant to the resolution of a dispute presented to him/her.

Communication with the Ombudsman is meant to be privileged and confidential.

A person elected to the position of Ombudsman may not hold any other office within College Eight and may not serve on the Executive Committee.

In general, no person should present the Ombudsman with a complaint without first seeking relief through normal academic or administrative remedies which may be available for the resolution of the matter in question.

Chapter 4. Jurisdiction.

4.1 All items which are within the exclusive jurisdiction of the Academic Senate or shared by the Senate and the administration jointly may be voted on only by voting members of the Academic Senate. When feasible, decisions should be made by consensus, such that staff and non-Senate fellows may participate.

Chapter 5. Adoption, Amendment, and Repeal of Bylaws.

5.1 The foregoing Bylaws may be amended or repealed by a two-thirds majority of the Governing Body, provided that a written notice of the proposed amendment shall have been sent to each member of the Governing Body at least ten days prior to the meeting at which the amendment is to be moved. Voting will only be during the academic year and may be conducted by electronic mail.

9. College Nine Bylaws

[Ratified by the College June 2008.]

Chapter 1. Functions

- 1.1 Functions of the College.** College Nine is an administrative, residential, and academic body. As an academic body, the college is responsible for providing its students with academic advisers, setting and administering college requirements for graduation, providing course offerings where necessary in support of college requirements, sponsoring individual interdisciplinary major programs, administering minimum scholarship requirements, and hosting graduation commencement ceremonies.
- 1.2 Relationship of the College to the Social Sciences Division.** The Division of Social Sciences supervises the college.

Chapter 2. Officers

- 2.1 Dean of Social Sciences.** The dean provides administrative and academic leadership in support of the functions of the college.
- 2.2 Provost.**
- 2.2.1** The associate dean of social sciences is the provost of the college. The provost is the chief academic officer of the college.
- 2.2.2** The duties and powers 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. Recruit and supervise college academic staff.
 - E. Recruit fellows and faculty.
 - F. Preside at meetings of the fellows of the college and meetings of the college faculty.
 - G. Develop an academic advising system and student orientation in conjunction with academic preceptor(s).
 - H. Develop and administer programs for student awards, grants, and honors in conjunction with academic preceptor(s).
 - I. Provide guidance to student groups.
 - J. Coordinate college extracurricular activities with chief administrative officer and other college staff.
 - K. Develop the commencement program and preside at graduation.
- 2.3 Chair of the Faculty.**
- 2.3.1** The Chair of the faculty is a Senate fellow of the college.

2.3.2 The provost may not serve as Chair of the faculty.

2.3.3 The Chair of the faculty is elected bi-annually by and from among the executive committee Senate fellows.

2.3.4 The Chair's term is two years beginning September 1.

2.4 Academic Preceptors.

2.4.1 The college academic preceptors assist the provost in all matters concerning student life.

2.4.2 The academic preceptors supervise college advising.

2.4.3 The academic preceptors review the academic records of students subject to disqualification and recommend appropriate action to the provost.

2.4.4 When necessary, the dean or the provost may designate one of the academic preceptors to act for the provost in her or his absence, with the exception of Senate business.

2.4.5 The provost selects the academic preceptors.

Chapter 3. Fellows

3.1 Fellows.

3.1.1 All persons who hold teaching appointments in the college are fellows of the college for the duration of their appointment.

3.1.2 The chief administrative officer of the college, the assistant chief administrative officer of the college, the college counselor, and the coordinator(s) of student activities are fellows of College Nine.

3.1.3 When the rules do not cover a determination of status as a fellow, the provost will make the determination.

3.2 Honorary Fellows.

3.2.1 The fellows elect honorary fellows.

3.2.2 No person who holds an active appointment at UC Santa Cruz may hold the title of honorary fellow.

3.2.3 A person holding the title of honorary fellow who subsequently begins an active appointment at UC Santa Cruz will lose the title of honorary fellow. If the person qualifies under Bylaw 3.1.1, the person will become a fellow.

3.2.4 Honorary fellows do not vote on college matters.

Chapter 4. The Faculty of the College

- 4.1** Fellows of the college who are members of the Academic Senate comprise the faculty of the college.
- 4.2** The faculty of the college constitute a committee of the Academic Senate.
- 4.3** Members of the faculty lose status as a fellow upon separation from UC Santa Cruz or by resigning their status as a fellow.

Chapter 5. Elections

5.1 Procedures.

- 5.1.1** The chief administrative officer of the college conducts all elections. Elections are conducted by mail. The chief administrative officer appoints two persons to count ballots. The chief administrative officer certifies the results of the election to the provost.
- 5.1.2** Only fellows are eligible to vote in elections.

5.2 Election to the Faculty of the College.

- 5.2.1** Fellows of the college who are or become members of the Academic Senate automatically become members of the faculty.

5.3 Election of Members of the Executive Committee.

- 5.3.1** Members of the faculty may be nominated for membership on the Executive Committee by nomination petitions signed by three members of the faculty and by the nominee. The chief administrative officer will conduct an election.
- 5.3.2** Only members of the faculty may vote.
- 5.3.3** If the number of nominations for membership on the Executive Committee does not exceed the number of places to be filled, no election shall be held, and the provost shall declare the nominee or nominees elected.
- 5.3.4** The nominee receiving the largest number of votes will be elected to the first open position on the Executive Committee. If two positions are open, the nominee receiving the second-largest number of votes will be elected to the second open position. This process will continue until all open positions are filled. If a tie in the voting occurs, the chief administrative officer shall hold a runoff election to break the tie among those nominees. If a tie exists at the end of the runoff election, the Executive Committee shall elect the member from among the nominees who tied in the runoff voting.

5.4 Election of New and Honorary Fellows.

- 5.4.1** An existing fellow or an existing honorary fellow may nominate another person for

fellowship by submitting a nominating petition to the provost for consideration.

5.4.2 Within 30 days of receiving the nominating petition, the provost will either:

A. Call an election for fellows to vote on the nomination; or

B. Announce to the fellows the name of the person proposed for fellowship or honorary fellowship. The provost shall advise the fellows that the person will be accepted as a new fellow or honorary fellow unless three or more fellows object within 10 days after the provost delivers the announcement to the fellows. The provost's announcement must be in writing, and the announcement shall state that the curriculum vitae and other pertinent information about the proposed fellow or honorary fellow are available in the provost's office for review. The provost may use electronic mail. If three or more fellows object to the acceptance of the proposed fellow or honorary fellow, the provost shall either withdraw the nomination or call an election.

5.4.3 The person proposed for fellowship or honorary fellowship will be accepted as a fellow or honorary fellow if the person receives an affirmative vote from more than half of all voters who cast an affirmative or negative vote.

5.4.4 Any election initiated under Bylaw 5.4.2 must occur before the end of the quarter following the quarter in which the provost received the nominating petition. If the provost received the nominating petition during an intersession period between quarters, for the purpose of determining the timing of the election, the petition will be deemed to have been received in the previous quarter.

Chapter 6. Meetings

6.1 Meetings of the Fellows.

6.1.1 Meetings of the fellows are held at the call of the provost or the Executive Committee.

6.1.2 A quorum is the lesser of 10 fellows or one third of the fellows of the college.

6.1.3 At meetings of the fellows, the provost or a substitute that the provost designates shall preside. If issues pertaining to the Division or the Senate are being discussed, the substitute must be a Senate member.

6.2 Meetings of the Faculty.

6.2.1 The provost normally presides at meetings of the faculty. However, by a vote of the faculty or by request of the provost, the Chair of the faculty may preside.[Am Jun 09]

6.2.2 A quorum is the lesser of 10 faculty or one third of the faculty of the college.

6.2.3 Only members of the faculty may vote on Academic Senate matters. 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.

6.3 Special Meetings of the Faculty.

- 6.3.1** At the written request of the lesser of 10 faculty or one third of the faculty of the college, the Executive Committee must call a meeting of the Faculty within one week.
- 6.3.2** At special meetings of the faculty, the provost or a substitute that the provost designates shall preside.

Chapter 7. Committees

7.1 Executive Committee.

- 7.1.1** The Executive Committee of the faculty consists of the provost (ex officio) and four other members of the faculty elected by the fellows.
- 7.1.2** The duties and powers of the Executive Committee are as follows:
- A. To advise the provost on all 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.
 - E. To appoint standing and special committees.
- 7.1.3** The quorum of the Executive Committee is one third of the members of the Executive Committee.
- 7.1.4** The elected members are chosen by election in spring quarter and begin their term in fall quarter.
- 7.1.5** Elected members serve staggered terms of two years. Terms begin on the first day of fall quarter and end on the day before the beginning of fall quarter two years later.
- 7.1.6** If vacancies reduce membership of the Executive Committee to fewer than four elected members, the provost shall appoint the number of replacement members necessary to restore a membership of four elected members. A replacement member shall serve the length of the term of the person he or she replaced.
- 7.2** The provost may establish other committees as he or she deems appropriate.

Chapter 8. Amendment

- 8.1** Subject to limitations prescribed by Academic Senate and Divisional Bylaws and Regulations, these bylaws may be amended at any meeting of the Faculty in accordance with the procedures prescribed for amendment of Divisional Bylaws. See SCB 8.1.

10. College Ten Bylaws

[Ratified by the College June 2009.]

Chapter 1. Functions

- 1.1 Functions of the College.** College Ten is an administrative, residential, and academic body. As an academic body, the college is responsible for providing its students with academic advisers, setting and administering college requirements for graduation, providing course offerings where necessary in support of college requirements, sponsoring individual interdisciplinary major programs, administering minimum scholarship requirements, and hosting graduation commencement ceremonies.
- 1.2 Relationship of the College to the Social Sciences Division.** The Division of Social Sciences supervises the college.

Chapter 2. Officers

- 2.1 Dean of Social Sciences.** The dean provides administrative and academic leadership in support of the functions of the college.
- 2.2 Provost.**
- 2.2.1** The associate dean of social sciences is the provost of the college. The provost is the chief academic officer of the college.
- 2.2.2** The duties and powers 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. Recruit and supervise college academic staff.
 - E. Recruit fellows and faculty.
 - F. Preside at meetings of the fellows of the college and meetings of the college faculty.
 - G. Develop an academic advising system and student orientation in conjunction with academic preceptor(s).
 - H. Develop and administer programs for student awards, grants, and honors in conjunction with academic preceptor(s).
 - I. Provide guidance to student groups.
 - J. Coordinate college extracurricular activities with chief administrative officer and other college staff.
 - K. Develop the commencement program and preside at graduation.
- 2.3 Chair of the Faculty.**
- 2.3.1** The Chair of the faculty is a Senate fellow of the college.

- 2.3.2 The provost may not serve as Chair of the faculty.
- 2.3.3 The Chair of the faculty is elected bi-annually by and from among the executive committee Senate fellows.
- 2.3.4 The Chair's term is two years beginning September 1.
- 2.4 Academic Preceptors.**
- 2.4.1 The college academic preceptors assist the provost in all matters concerning student life.
- 2.4.2 The academic preceptors supervise college advising.
- 2.4.3 The academic preceptors review the academic records of students subject to disqualification and recommend appropriate action to the provost.
- 2.4.4 When necessary, the dean or the provost may designate one of the academic preceptors to act for the provost in her or his absence, with the exception of Senate business.
- 2.4.5 The provost selects the academic preceptors.

Chapter 3. Fellows

- 3.1 Fellows.**
- 3.1.1 All persons who hold teaching appointments in the college are fellows of the college for the duration of their appointment.
- 3.1.2 The chief administrative officer of the college, the assistant chief administrative officer of the college, the college counselor, and the coordinator(s) of student activities are fellows of College Ten.
- 3.1.3 When the rules do not cover a determination of status as a fellow, the provost will make the determination.
- 3.2 Honorary Fellows.**
- 3.2.1 The fellows elect honorary fellows.
- 3.2.2 No person who holds an active appointment at UC Santa Cruz may hold the title of honorary fellow.
- 3.2.3 A person holding the title of honorary fellow who subsequently begins an active appointment at UC Santa Cruz will lose the title of honorary fellow. If the person qualifies under Bylaw 3.1.1, the person will become a fellow.
- 3.2.4 Honorary fellows do not vote on college matters.

Chapter 4. The Faculty of the College

- 4.1** Fellows of the college who are members of the Academic Senate comprise the faculty of the college.
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- 4.3** Members of the faculty lose status as a fellow upon separation from UC Santa Cruz or by resigning their status as a fellow.

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5.1 Procedures.

- 5.1.1** The chief administrative officer of the college conducts all elections. Elections are conducted by mail. The chief administrative officer appoints two persons to count ballots. The chief administrative officer certifies the results of the election to the provost.
- 5.1.2** Only fellows are eligible to vote in elections.

5.2 Election to the Faculty of the College.

- 5.2.1** Fellows of the college who are or become members of the Academic Senate automatically become members of the faculty.

5.3 Election of Members of the Executive Committee.

- 5.3.1** Members of the faculty may be nominated for membership on the Executive Committee by nomination petitions signed by three members of the faculty and by the nominee. The chief administrative officer will conduct an election.
- 5.3.2** Only members of the faculty may vote.
- 5.3.3** If the number of nominations for membership on the Executive Committee does not exceed the number of places to be filled, no election shall be held, and the provost shall declare the nominee or nominees elected.
- 5.3.4** The nominee receiving the largest number of votes will be elected to the first open position on the Executive Committee. If two positions are open, the nominee receiving the second-largest number of votes will be elected to the second open position. This process will continue until all open positions are filled. If a tie in the voting occurs, the chief administrative officer shall hold a runoff election to break the tie among those nominees. If a tie exists at the end of the runoff election, the Executive Committee shall elect the member from among the nominees who tied in the runoff voting.

5.4 Election of New and Honorary Fellows.

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fellowship by submitting a nominating petition to the provost for consideration.

5.4.2 Within 30 days of receiving the nominating petition, the provost will either:

- A. Call an election for fellows to vote on the nomination; or
- B. Announce to the fellows the name of the person proposed for fellowship or honorary fellowship. The provost shall advise the fellows that the person will be accepted as a new fellow or honorary fellow unless three or more fellows object within 10 days after the provost delivers the announcement to the fellows. The provost's announcement must be in writing, and the announcement shall state that the curriculum vitae and other pertinent information about the proposed fellow or honorary fellow are available in the provost's office for review. The provost may use electronic mail. If three or more fellows object to the acceptance of the proposed fellow or honorary fellow, the provost shall either withdraw the nomination or call an election.

5.4.3 The person proposed for fellowship or honorary fellowship will be accepted as a fellow or honorary fellow if the person receives an affirmative vote from more than half of all voters who cast an affirmative or negative vote.

5.4.4 Any election initiated under Bylaw 5.4.2 must occur before the end of the quarter following the quarter in which the provost received the nominating petition. If the provost received the nominating petition during an intersession period between quarters, for the purpose of determining the timing of the election, the petition will be deemed to have been received in the previous quarter.

Chapter 6. Meetings

6.1 Meetings of the Fellows.

6.1.1 Meetings of the fellows are held at the call of the provost or the Executive Committee.

6.1.2 A quorum is the lesser of 10 fellows or one third of the fellows of the college.

6.1.3 At meetings of the fellows, the provost or a substitute that the provost designates shall preside. If issues pertaining to the Division or the Senate are being discussed, the substitute must be a Senate member.

6.2 Meetings of the Faculty.

6.2.1 The provost normally presides at meetings of the faculty. However, by a vote of the faculty or by request of the provost, the Chair of the faculty may preside.[Am Jun 09]

6.2.2 A quorum is the lesser of 10 faculty or one third of the faculty of the college.

6.2.3 Only members of the faculty may vote on Academic Senate matters. 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.

6.3 Special Meetings of the Faculty.

- 6.3.1** At the written request of the lesser of 10 faculty or one third of the faculty of the college, the Executive Committee must call a meeting of the Faculty within one week.
- 6.3.2** At special meetings of the faculty, the provost or a substitute that the provost designates shall preside.

Chapter 7. Committees

7.1 Executive Committee.

- 7.1.1** The Executive Committee of the faculty consists of the provost (ex officio) and four other members of the faculty elected by the fellows.
- 7.1.2** The duties and powers of the Executive Committee are as follows:
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 - 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.
 - E. To appoint standing and special committees.
- 7.1.3** The quorum of the Executive Committee is one third of the members of the Executive Committee.
- 7.1.4** The elected members are chosen by election in spring quarter and begin their term in fall quarter.
- 7.1.5** Elected members serve staggered terms of two years. Terms begin on the first day of fall quarter and end on the day before the beginning of fall quarter two years later.
- 7.1.6** If vacancies reduce membership of the Executive Committee to fewer than four elected members, the provost shall appoint the number of replacement members necessary to restore a membership of four elected members. A replacement member shall serve the length of the term of the person he or she replaced.
- 7.2** The provost may establish other committees as he or she deems appropriate.

Chapter 8. Amendment

- 8.1** Subject to limitations prescribed by Academic Senate and Divisional Bylaws and Regulations, these bylaws may be amended at any meeting of the faculty in accordance with the procedures prescribed for amendment of Divisional Bylaws. See SCB 8.1