Constitution of the Undergraduate Faculty of Newcomb-Tulane College of Tulane University

Article I: ORGANIZATION

The name of the organization constituted herein shall be the Undergraduate Faculty of Newcomb-Tulane College of Tulane University.

Article II. MEMBERSHIP

The Undergraduate Faculty of Tulane University shall consist of voting and non-voting members. All members shall have the privilege of the floor at faculty meetings. Rules defining voting and non-voting members will apply to all committees.

A. Voting Members

Full-time tenured, tenure-track, non-tenure track, and administrative faculty members whose primary appointment is in one of the schools that grant undergraduate degrees to full-time students, except as stipulated in section II B, constitute the voting members of the faculty.

B. Non-Voting Members

1. Special members
   a. Visiting faculty
   b. Research track faculty

2. Ex officio members
   a. The dean of the Newcomb-Tulane College
   b. The associate deans of the Newcomb-Tulane College
   c. The deans of the School of Architecture, the School of Business, the School of Liberal Arts, the School of Public Health and Tropical Medicine, and the School of Science and Engineering
   d. The president of Tulane University
   e. The provost of Tulane University

Article III. RESPONSIBILITIES OF THE VOTING FACULTY

The voting faculty shall have primary responsibility for:
A. Formulation and implementation of academic plans and policies relating to the Newcomb-Tulane College

B. Discharging the following responsibilities (where appropriate, through committees of the faculty):

1. Establishment of academic standards to be met by undergraduate students
2. Setting of requirements for the undergraduate core curriculum and certifying completion of such requirements
3. Establishment of policies that apply to all students in the college and are related to enrollment, satisfaction of degree requirements and related matters

Article IV. SECRETARY

The faculty shall elect a secretary from its voting members to serve a term of two years, with re-election possible for consecutive terms. With the support of the dean’s office, the secretary shall prepare minutes of the proceedings. In the case when the secretary is presiding, the secretary shall have the authority to appoint a replacement in a pro-tem capacity.

Article V. MEETINGS

A. Regular Meetings

There shall be at least one regular meeting of the faculty during each semester. These meetings, scheduled by the dean, will normally occur in the third week of October and March.

B. Special Meetings

Special meetings may be initiated by the dean or by written petition signed by at least ten voting members of the faculty. Upon receipt of such a petition, the dean must convene a meeting within two weeks of presentation of the petition, excluding vacation time.

C. Quorum

Forty voting members of the faculty shall constitute a quorum.

D. Presiding Officer

The dean shall preside at faculty meetings. In the dean’s absence, or in case of a conflict of interest, the secretary of the faculty shall preside.
Article VI. VOTING

A. Voting for Candidates

Whenever a slate of candidates is presented for election, there shall be an opportunity for nominations from the floor. All candidates shall be voting members, and elected candidates shall be chosen by a mail vote of the faculty. Elections shall be determined by a plurality of votes cast.

B. Mail Voting

A majority of the voting members present at a faculty meeting may authorize voting by mail. When there is a need for prompt action and a meeting of the faculty is impractical, the executive committee may authorize voting by mail, and where the issue is an election, write-in votes will be permissible. Such action must be reported at the next regular or special meeting of the faculty and may be reconsidered then.

C. Electronic Voting

A majority of the voting members present at a faculty meeting may authorize electronic voting but must ensure the validity of the procedure while also ensuring anonymity when it is appropriate.

Article VII. COMMITTEES

There shall be standing committees and special committees. Administrators who qualify as voting members above but whose title includes “dean” or “provost”, shall be excluded as voting members of standing committees.

A. Standing Committees

Except where otherwise stipulated, membership on standing committees shall be divided as proportionally as feasible among voting members of the constituent schools: in the ratio of two members from the School of Liberal Arts, two from the School of Science and Engineering, one from the School of Business, one from the School of Architecture, and one from the School of Public Health and Tropical Medicine. Except for ex officio members, no more than one committee member shall be from any one department. Except where otherwise stipulated, members shall be elected for staggered three-year terms and shall not hold consecutive terms.

Except for ex officio members, the names of all voting members of the following standing committees shall be provided by the deans of the individual schools in accordance with individual school procedures. The names of student members shall be provided by the Tulane University
1. The Executive Committee

   a. Composition

   The Executive Committee shall be composed of seven faculty members, the secretary of the faculty (ex officio), and the dean of the Newcomb-Tulane College as chair. The committee shall meet on call of the dean, and a meeting must be called when requested by three or more of its members.

   b. Duties

   In addition to the duties described elsewhere in the constitution, the duties of the Executive Committee are as follows:

   i. To serve as an advisory committee to the dean on any matter of administration
   ii. To receive and act on routine reports of ordinary standing and special committees
   iii. To act for the faculty at the direction of the faculty
   iv. In addition to its annual report, the committee shall issue special reports when appropriate

2. The Curriculum Committee

   a. Composition

   The Curriculum Committee shall consist of seven faculty members. Nonvoting members of the committee shall include two student members, the dean of Newcomb-Tulane College or designate(s), ex officio. The committee shall elect annually one of the faculty members as a voting chair, who will report to the faculty.

   b. Duties

   The functions of the committee shall be to deal with all matters relating to the undergraduate core curriculum, including:
i. To make recommendations concerning the core curriculum, including recommendations to the faculty of courses for addition to or deletion from the core curriculum

ii. To hear student petitions pertaining to the core curriculum

3. The Committee on Academic Requirements

a. Composition

The Committee on Academic Requirements shall be composed of five faculty members (one from each school), a representative from the Academic Advising Center, and ex officio the dean of the Newcomb-Tulane College or designate(s).

b. Duties

The committee is charged with maintaining academic standards, as established by the faculty, and shall concern itself with the administration of the academic progress of the students in the college. The committee shall consider petitions for the waiver of any academic policies of the Newcomb-Tulane College other than those pertaining to majors or grievances. The committee shall propose new policies regarding academic matters or the revision and/or deletion of existing policies to the faculty.

4. Committee on Honors

a. Composition

The Committee on Honors shall consist of seven elected faculty members, and ex officio the director of the Tulane Honors Program and the dean of Newcomb-Tulane College, or designate(s), and a student representative.

b. Duties

The committee shall make recommendations regarding standards and policies with respect to honors curricula, degrees with honors, honors theses, and awards.
5. **The Study Abroad Committee**

   a. **Composition**

   The Study Abroad Committee shall be composed of seven faculty members, the executive director of the Center for Global Education, ex officio the director of the Office of Study Abroad, the study abroad administrators in the undergraduate schools, the associate dean for international programs of Newcomb-Tulane College, the dean of Newcomb-Tulane College, or designate(s), the director of the Language Learning Center, and two students.

   b. **Duties**

   The committee shall establish academic policies and procedures relating to study abroad. The members of this committee review for approval all applications from students who wish to enroll in study abroad programs and review programs for addition or deletion from Tulane’s offerings abroad.

6. **Committee on the Oversight of Academic Integrity**

   The Newcomb-Tulane College has university-wide oversight for adjudicating all cases of suspected academic dishonesty by undergraduate students. This process is handled through the Code of Academic Conduct and the Honor Board.

   a. **Composition**

   The Committee on the Oversight of Academic Integrity shall be composed of three faculty members, one from the School of Liberal Arts, one from the School of Science and Engineering, and one rotating from among the other schools.

   b. **Duties**

   i. The committee shall make recommendations on policies and procedures pertaining to the Code of Academic Conduct to the faculty.

   ii. The committee appoints panels for hearing appeals of honor board verdicts, choosing the board members from
the most experienced faculty and student officers available.

7. Committee on Major Advising

a. Composition

The Committee on Major Advising shall be composed of seven faculty members, all of whom shall be voting members (two each from the School of Liberal Arts and the School of Science and Engineering, and one each from the School of Business, the School of Architecture, and the School of Public Health). It will also include, as non-voting members, one major advisor each from the Schools of Public Health, Architecture, and Business, an Assistant Dean from the Academic Advising Center, and a representative from the Office of the Registrar. Finally, it will include, as ex officio members, the Executive Director of CELT or his or her designee, and the Dean of the Newcomb-Tulane College or his or her designate.

b. Duties

The committee is charged with maintaining standards for advising in undergraduate students’ major departments or programs and for proposing the creation of programs or the provision of programs or other resources by the university as shall be necessary for the carrying out of these duties, as approved by the faculty of Newcomb Tulane College. It shall be responsible for collaborating with representatives of the Academic Advising Center to ensure proper collaboration between students’ major and academic advisors so as to ensure a robust and integrated academic experience for undergraduate students. As needed, the committee shall propose new policies regarding major advising or the revision and/or deletion of existing policies to the faculty.

B. Reports

Each standing committee shall issue an annual written report to the faculty.

C. Special Committees

Special committees may be authorized by the Executive Committee, the dean,
or the faculty. Upon their completion of their duties, special committees will report to the authorizing body.

Article VIII. RECALL

All representatives and members of committees shall be subject to recall. Recall procedures can be initiated by a written petition of one-quarter of the voting members of the faculty to the Executive Committee. Recall requires a majority vote on a mail ballot. Following a recall, ordinary procedures shall be used to fill the vacancy for the unexpired term as soon as feasible.

Article IX. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the faculty may adopt.

Article XI. AMENDMENTS

This constitution may be amended by two-thirds of those members present and voting at a meeting of the faculty, provided that the amendment has been proposed in writing at a previous meeting of the faculty, held at least one week before. Amendments shall be recommended through the president to the board of administrators at its regular or Executive Committee Meeting. Amendments shall take effect after ninety days of their passing unless an objection is received from the president.
SPECIAL RULES OF ORDER

I.  GUESTS, OBSERVERS, AND STUDENT REPRESENTATIVES

   A.  The faculty may vote to invite non-members to a particular meeting.  The
motion to invite shall stipulate whether the non-member has the privilege of
the floor.

   B.  The presiding officer or a majority of the members present at a faculty
meeting may decide that the meeting shall be held in executive session with
only the voting members present.

II.  PROCEDURES FOR MEETINGS

   A.  The normal order of business for regular meetings shall be:

       1.  Approval of the minutes
       2.  Report and announcements by the dean, provost, or president
       3.  Reports from standing committees
       4.  Reports from special committees
       5.  Unfinished business
       6.  New business, initiated by the dean, by committees, or by individual
           faculty members

   B.  In special meetings of the faculty, the first order of business shall ordinarily be
the subject or subjects for which the meeting was called. In an emergency in
which urgent action is required, other business may be considered if approved
by two-thirds vote.  Such action must be ratified at the next regular meeting of
the faculty.

III. AMENDMENTS

These special rules of order may be amended by a two-thirds vote at a meeting of the
faculty at which a quorum is present if previous notice has been given at the preceding
meeting.  Without previous notice, amending the special rules of order requires a vote of
a majority of the entire membership. Special rules may be suspended according to the
procedures and limitations in the parliamentary authority.