

Manual of Procedures



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HISTORICAL NOTE

At one time, the (undergraduate) College of Liberal Arts and the Graduate School were relatively distinct, and members of the faculty could be members of either or both of these organizations. A major reorganization occurred in 1964 under Dean Robert R. Palmer; the College and Graduate School were combined into the present structure, the Faculty of Arts & Sciences. A limited constitution was adopted incorporating the two major committees of the faculty which had been established in 1956: the Faculty Council and the Advisory Committee on Personnel. Additional committees have been established over the years. In some instances the Faculty has departed from its own legislated intent and, over many years, implicitly modified its procedures through usage rather than by direct action. In other instances, such as the reconstitution of the Personnel Committee and its procedures in 1985, formal legislation has altered practices.

This document was originally prepared at the request of the Faculty Council and is regularly reviewed and revised by the Council in an attempt to provide a coherent summary of current procedures for the governance of the Faculty of Arts & Sciences. Some of these procedures are the consequence of legislative action by the Faculty and others have become established through usage over the years. It is not intended to be, and should not be construed as, a legally binding constitution.

Reviews and revisions were made in 1992, 1998, 2000, 2002, 2014, and 2017.

PREAMBLE

In exercising its responsibilities for educational programs, curricula, and degrees, and for the expansion of knowledge through research, the Faculty of Arts & Sciences assumes an active role in its own governance. The procedures set out in this document are intended to describe a minimal framework for the conduct of Faculty business. Some procedures are described in detail, but in most areas only general principles are given. The procedures embodied in this document are based on mutual respect and trust within the Faculty and between the Faculty and the administration, each having different roles and responsibilities.

I. Membership

All members of the Faculty are listed in the appropriate publications of the Faculty and are permitted to attend all meetings of the Faculty, but voting privileges and service on faculty committees are restricted to members listed in Section A, below, unless — for example as in the case of the Advisory Committee on Tenure, Promotion, and Personnel or the Affirmative Action Monitoring Committees — other provisions are specifically made.

A. Voting members of the Faculty

1. All full-time faculty members whose primary appointments are in the Faculty of Arts & Sciences in a recognized department or program and who hold one of the academic titles: lecturer, senior lecturer, instructor, assistant professor, associate professor, professor, professor of practice, teaching professor, research assistant professor, research associate professor, or research professor.
2. The Dean or head of University Libraries.
3. Certain additional members from other schools in the University as arranged by agreement between Arts & Sciences and those schools.

B. Non-voting members of the Faculty

1. Part-time, adjunct, and visiting faculty members in recognized departments and programs in the Faculty of Arts & Sciences. This includes active phased retirees, who have relinquished tenure.
2. Non-faculty academic roles, including research scientists and teachers of applied music.
3. Unless explicitly included as voting members in accordance with the provisions in section A.3, faculty members in University-related institutions

who participate in degree-granting programs through the Faculty of Arts & Sciences.

II. Organization

A. Administration. The administrative officers of the Faculty of Arts & Sciences are:

1. The Dean of Faculty, who, as chief administrator of the Faculty of Arts & Sciences, is responsible for recommending to the Chancellor or the Chancellor's designate the appointment, promotion, award of tenure, and salary of all faculty members, and recommendation of the appointment of the Deans of the College, the Graduate School and University College; for advocating and supporting the development and maintenance of sufficient resources for the Faculty of Arts & Sciences and for allocating those resources; for executing decisions of the Faculty unless such decisions may arrogate to the Faculty functions properly belonging to the Dean; for appointing the members of those committees whose members are not otherwise selected; and for other duties appropriate to the office.

The Dean of the Faculty of Arts & Sciences is appointed by the Chancellor or the Chancellor's designate who consults with the Faculty Council.

2. The Dean of the College of Arts & Sciences, who serves as chief administrator of the College and whose duties include liaison with the offices of Undergraduate Admission, Student Financial Services, the University Registrar, and Student Services on behalf of the Faculty; direction of the undergraduate advising system; recommendation of candidates for the Bachelor of Arts degree with the consent of the Faculty; and recommendations concerning curriculum, degree requirements, and College administration to the Dean of Faculty, the Faculty Council, and the Faculty.

The Dean of the College of Arts & Sciences is appointed by the Chancellor or the Chancellor's designate, upon the recommendation of the Dean of the Faculty of Arts & Sciences, who consults with the Faculty Council.

3. The Dean of the Graduate School of Arts & Sciences, who serves as chief administrator of the Graduate School and whose duties include presiding over meetings of the Graduate Council, recommending direction of the graduate admission and financial aid systems, recommendation of candidates for graduate degrees with the consent of the Graduate Council, and recommendations concerning new degree programs, degree requirements, and changes in the administration of the Graduate School to the Dean of Faculty, the Graduate Council, and the Faculty Council.

The Dean of the Graduate School of Arts & Sciences is appointed by the Chancellor or the Chancellor's designate, upon the recommendation of the

Dean of the Faculty of Arts & Sciences, who consults with the Faculty Council.

4. The Dean of University College, who serves as chief administrator of University College and whose duties include working cooperatively with the Dean of the College, the Dean of the Graduate School, and the academic Departments and Programs of Arts & Sciences to develop and administer programs of study for evening-program students. In addition, the Dean of the University College presides over the meetings of the University College Council and supervises the Director of Summer School who administers summer programs of study in the Arts & Sciences.

The Dean of University College is appointed by the Chancellor or the Chancellor's designate, upon the recommendation of the Dean of the Faculty of Arts & Sciences, who consults with the Faculty Council.

B. Departments and Programs.

1. Except for a few singular appointments, members of the Faculty are grouped in Departments and Programs (i.e., academic units). These units exercise general responsibility for their curricular offerings, advising of majors and graduate students, initiating recommendations for undergraduate honors, and awarding graduate degrees.
2. Chairs and Directors. Each Department is administered by a Chair and each Program by a Director, whose duties include:
 - a. Assigning teaching responsibilities to members of the unit's faculty.
 - b. Recommending appointments, promotions, and awards of tenure for faculty members to the Dean of Faculty, with consent of appropriate faculty of the Department (or Program, when authorized by the Dean; see 3 below).
 - c. Allocating the resources made available to the unit by the Dean of the Faculty.
 - d. Administering the academic, financial, and other aspects of the unit.
 - e. Chairs and Directors are appointed by the Dean of the Faculty of Arts & Sciences, with the advice of the members of the unit.
3. Department Tenure Policies and Procedures.
 - a. Each Department or unit authorized by the dean to appoint tenure-track faculty files with the Dean of the Faculty of Arts & Sciences, and transmits to its faculty, a statement of Departmental tenure policies and

procedures. Chairs are expected to provide copies of this statement to all members of their Departments and to keep it available for inspection by members of the University community.

- b. In special cases where a primary appointment on the tenure track is authorized in a unit which does not ordinarily serve as the primary appointment home for tenure-track faculty, the Dean will authorize the creation an ad hoc tenure agreement for the individual faculty member.

III. Committees of the Faculty

- A. The Faculty Council. This Council is the executive and steering committee of the Faculty; it also acts as an advisory committee to the Dean of Faculty.

The committee consists of six members of the voting faculty, two from each of the three divisions, who are elected for three-year terms through the annual ballot process. The Dean of the College of Arts & Sciences, the Dean of the Graduate School, and the Dean of University College shall be non-voting, appointed members of the Committee. Normally, the two senior (third-year) members serve as Co-chairs of the committee in each academic year.

1. The Council convenes at its own initiative, or at the request of the Dean of Faculty.
2. The Council may consider any and all matters that relate to the Faculty of Arts & Sciences, except for matters reserved to Advisory Committee on Tenure, Promotion, and Personnel and the Review Committee on Faculty Personnel Procedures.
3. The Council, the Dean of Faculty, the Dean of the College, the Dean of the Graduate School, and the Dean of University College in consultation establish the agenda for meetings of the Faculty of Arts & Sciences.
4. The Council acts as the nominating committee for elective committees of Arts & Sciences and may appoint *ad hoc* committees for various purposes and may appoint temporary, substitute members of Arts & Sciences committees as needed.
5. The Council may make recommendations to the Dean of Faculty or the Faculty regarding changes in policy.
6. The Chair of the Council regularly reports to the Faculty on its deliberations.
7. All members of the Faculty are free to communicate with members of the Council about any matter, and the Council may solicit Faculty opinion on matters that come before it.

8. The Council may, at the request of the Dean or on its own initiative, act in an advisory capacity to the Dean of Faculty on confidential matters.
9. The Council consults with and advises the Dean of the College on all changes in existing policies and on new policies relating to the College.
10. The Council acts as the deliberative agency of the Faculty on reappointment of the Dean of Faculty and reports its findings to the Provost.
11. The members of the Council serve as the Faculty's representatives on the Bicameral Committee of the Faculty of Arts & Sciences, at such times as this Committee may meet to resolve differences in legislation passed by the Faculty and by the Council of Students of Arts & Sciences in different forms.

B. The Advisory Committee on Tenure, Promotion, and Personnel.

The Committee shall advise the Dean of Faculty on all recommendations from Departments for the award of tenure, and for promotion to the ranks of associate professor and full professor, for promotion to the ranks of research associate professor and research professor, and for new appointments that carry tenure.

The committee shall consist of nine tenured full professors, three from each of the three divisions, with six members constituting a quorum. Members are elected for three-year terms through the annual ballot process. The Dean of the Faculty of Arts & Sciences shall be a non-voting member of the Committee and shall preside except as noted under B. 1 and B.5, below. The Dean of the College of Arts & Sciences, the Dean of the Graduate School, and the Dean of University College shall be non-voting, appointed members of the Committee. At the beginning of each academic year the elected members of the Committee will select one member to serve as Chair of the Committee.

1. Each year, the Committee shall select one of its members to serve as Chair to preside in the absence of the Dean of the Faculty of Arts & Sciences.
2. In fulfilling its advisory function with regard to tenure and promotions, the Committee shall observe the following procedures:
 - a. Copies of Departmental recommendations for tenure and promotion and all supporting documentation, including Departmental tenure policies and procedures, shall be available to all members of the Committee prior to and during its deliberations. This documentation shall be held confidential and returned to the office of the Dean at the end of the deliberations on each case.
 - b. A Departmental representative must be available to appear before the committee to answer any questions the committee may have prior to its

deliberation and vote. The Departmental representative is not expected to present the case formally but simply to answer questions that the Committee believes will clarify the case. The Chair or Director of the academic unit, who normally serves as representative, may bring along an additional faculty member who has specific expertise in the candidate's subject or field. The Departmental representative will leave prior to the deliberation and vote of the Committee.

- c. A member of the Committee who is also a member of the candidate's Department may not participate in sessions which deal with that candidate and may not vote on the question.
- d. The Committee may solicit additional advice in any manner that it deems appropriate.
- e. At the conclusion of its deliberations, the recommendations of the Committee shall be determined by secret ballot of its elected members, with the exception noted in c. above.
- f. After reviewing the candidacy, the Dean shall transmit his or her decision in writing to the candidate and the Chair of the candidate's Department or Program, and the Dean shall inform the Committee. The delivery of the written notification to the candidate and the candidate's academic unit normally occurs after the Board of Trustees meeting on the first Friday in March.
- g. In the event of a negative decision and at the candidate's request:
 - i. The candidate shall be advised in writing by the Dean of the reasons that contributed to that decision, and
 - ii. The Committee's recommendation and the division of its vote shall be communicated in confidence to the candidate.
- h. Should the Dean not accept the Committee's recommendation, he or she shall convene the Committee to discuss the reasons.
- i. The candidate or the candidate's Department may request reconsideration of denial of tenure promotion; reconsideration will not normally be undertaken unless new and substantial evidence is available.
- j. All deliberations of the Committee shall be confidential.
- k. Copies of all correspondence as well as records of verbal evaluations solicited outside committee meetings and used by the Committee in reaching decisions shall be made part of the permanent record of the

procedure and shall be available if necessary to review committees of the Faculty and the University.

3. Nothing in the above paragraphs shall be construed to prejudice the rights of faculty members to appeal to the appropriate Arts & Sciences and University committees charged with reviewing tenure and promotion decisions.
4. The Chair of the Committee shall, without disclosing confidential matters concerning specific individuals, report annually to the Faculty on the Committee's actions and findings.
5. The elected Chair may convene a meeting of the elected members of the Committee.

C. The Review Committee on Faculty Personnel Procedures.

This Committee carries out the functions required under VI, B, 1, e of the *Washington University Policy on Academic Freedom, Responsibility and Tenure*. The committee shall consist of a total of nine tenured, full professors, three from each of the three divisions. Members are elected for three-year terms through the annual ballot process. Members are alternate members in their first year of service and become regular members in their second and third years of service.

1. A candidate for the award of tenure or promotion within tenured ranks who has been considered and rejected by his or her Department or Program or by the Dean of the Faculty of Arts & Sciences may, within 21 days after receipt by the candidate of written notification of the reasons for such rejection, request the Committee to examine whether or not the Department or Program, the Dean, and the Advisory Committee on Tenure, Promotion, and Personnel have followed established University procedures so as to permit an adequate and fair consideration of the case.
2. The Committee will have access to the candidate's complete dossier. This dossier will contain all materials formally considered by the Department or Program and such additional materials as may have been submitted by the candidate or secured at the discretion of the Dean, including any outside evaluations. It will also contain the names of all persons consulted by the Dean and the criteria used in the selection of these persons. If a Department or Program has declined to recommend a candidate to the Dean for tenure or promotion, the Committee may request, in addition to the file of materials gathered by the Department or Program, an explanation of the Department's decision from its Chair or Director.
3. In response to specific allegations by the candidate for tenure or promotion that he or she has received inadequate or unfair consideration in terms of the relevant professional standards of the Department, Program, or school, the

Committee is empowered to examine whether the candidate's dossier provides reasonable support for the negative decision by the Department, Program, or Dean. If the candidate alleges that material was obtained unfairly or that other violations of established procedures have occurred, the Committee may examine the candidate's dossier and may seek other relevant and available material. The Committee shall not substitute its judgment for that of the Department, the Advisory Committee on Tenure, Promotion and Personnel, or the Dean as to whether the candidate merited tenure or promotion.

4. The Committee shall report its findings to the complainant, the Chair and/or Director of the complainant's Department and/or Program, the Chair of the Faculty Council, the Dean of the Faculty of Arts & Sciences, and the Provost.
5. The contents of the candidate's dossier and the substance of the deliberations of the Committee shall be kept confidential. A summary of the findings of the Committee shall be reported to the University community.
6. Each year the members of the Review Committee on Faculty Personnel Procedures will vote to designate one of their members committee chair. Questions and cases should be directed to the chair, who will forward them to the other members of the committee. (For situations in which the chair of the committee may be involved in the matter or for which it may not be appropriate to contact the chair, questions and cases should be directed to any other committee member.) The chair is also responsible for organizing meetings of the committee and for handling its correspondence.

D. The Affirmative Action Monitoring Committees.

1. The Dean of Faculty appoints an Affirmative Action Monitoring Committee in each division: Humanities, Natural Sciences, and Social Sciences. Each Committee consists of three members from the tenured faculty and should include one member of a minority group and one woman. If tenured minority group members or women are not available, non-tenured individuals may be appointed.
2. Each divisional Committee monitors all searches for new full-time academic, tenured and tenure-track appointments in its area. At its own discretion, each Committee may inspect relevant records and/or interview Chairs or Directors. All searches must adhere to the guidelines stipulated by the Affirmative Action Monitoring Committee.
3. Each Monitoring Committee makes an annual report on all searches and hires, indicating the progress that has been made in its area and evaluating

the procedures and practices followed by the Departments in which personnel changes have occurred. The three divisional Monitoring Committees (or the Conveners from each) meet annually with the Dean to discuss overall progress, to consider problems remaining, and to recommend changes in goals when conditions warrant. At the first faculty meeting of each academic year, a representative of each Monitoring Committee reports to the faculty on progress within its area.

E. Academic Planning Committee

The Academic Planning Committee is appointed annually by the dean to advise the dean on matters of academic planning.

F. Committees on Academic Programs.

1. Standing Committees to Regulate Studies.

- a. The Graduate Council. This Council is the legislative branch of the Graduate School of Arts & Sciences.
 - i. The Council recommends to the Chancellor the award of graduate degrees.
 - ii. The Council acts on proposals for the addition of new graduate programs and significant changes in Graduate School policies.
 - iii. The Council advises the Dean of the Graduate School on any and all matters concerning the Graduate School, graduate students, programs and requirements, and financial support.
 - iv. An Executive Committee of the council is elected annually from the student and faculty members of the Council. The executive Committee appoints and oversees committees on Graduate School Activities, Library Policies and Procedures, and the Role of Graduate Teaching Assistants. The Executive Committee serves as an Academic Integrity Committee for the purpose of investigating and adjudicating allegations of academic impropriety by students in the Graduate School.
- b. The Curriculum Committee. This Committee is responsible for reviewing the entire undergraduate curriculum of the College and may recommend to any unit of the College the addition, deletion, or modification of courses and academic programs. The committee consists of six elected faculty, two from each of the three divisions. Members are elected for three-year terms through the annual ballot process.

- i. The Committee receives for recommendation to the Faculty all proposals by Departments or Area Studies Committees for new undergraduate courses and academic programs, and proposals for changes in existing programs such as requirements for major fields of study. In case the Committee does not approve, the proposing body may bring the new proposal directly to the Faculty for action. At the pleasure of the Graduate Council, the Committee also brings before the Faculty proposals for new graduate courses.
 - ii. The Committee may recommend to the Faculty, through the Faculty Council, and to the Council of Students of Arts & Sciences changes in the requirements for the Bachelor of Arts degree and changes in the grading system.
 - iii. The Committee may initiate proposals and recommendations to appropriate Faculty bodies and administrators for new curricula that it deems desirable.
 - iv. The Committee makes recommendations to the Dean of the College, the Faculty Council, and the Faculty for improvement of the quality of undergraduate teaching.
 - v. The Committee advises the Dean of the College on procedures in the College Office.
 - vi. The Committee considers such other matter as are directed to it by the Faculty Council, the Dean of Faculty, or the Dean of the College.
 - vii. The Chair of the Committee regularly reports to the Faculty.
- c. Committee on Academic Integrity.
- i. The Committee calls to the attention of undergraduate students and the Faculty the importance of high standards of academic integrity and methods of achieving them.
 - ii. The Committee regularly reviews and may recommend changes in the official statements of Student Academic Integrity and of Faculty Responsibilities published semi-annually in *Course Listings*.
 - iii. The Committee investigates all allegations of student academic dishonesty brought to its attention by faculty members or students in the College and recommends to the Dean of the

College appropriate measures of response to cases in which it deems dishonesty has been adequately documented.

- iv. All Committee proceedings are confidential.
- d. The University College Council. This committee is the governing body for University College.
 - i. The Council recommends to the Chancellor the award of University College degrees.
 - ii. The Council considers proposals for additions, deletions, or changes in the program and curriculum of University College.
 - iii. The Council advises the Dean of University College on any and all matters concerning University College.
- 2. Instructional Committees. From time to time the Dean of the Faculty of Arts & Sciences appoints groups of faculty members with common interests in an area of study outside the existing Departments and Programs to organize a coherent program leading to course-sequences or degrees in Arts & Sciences. Examples of such Committees to supervise specialized curricula are the Committees on East Asian Studies, Comparative Literature, Linguistics, and Religious Studies.
- 3. Operating Committees.
 - a. Committee on the Special Major. This Committee administers procedures for student applications to pursue a Special Major, subject to the approval of the Dean of the College, and advises the Dean concerning approval of individual applications. Before recommending approval of an individual program, the Committee regularly solicits consent and support from major advisors in the Departments in which the proposed work is to be taken.
 - b. The Year Abroad Committee. This Committee sets policies and procedures for, and advises the Dean of the College and the Coordinator of Study Abroad on, approved programs of study abroad sponsored by Departments in Arts & Sciences and by other institutions.
 - c. The Faculty Research Grants Committee. This Committee advises on policy and procedures for allocation of research grants, evaluates applications for such grants, and advises the Dean of the Graduate School on administration of the research grant program.

G. Arts & Sciences Representatives on University-wide Committees.

1. The Faculty of Arts & Sciences regularly provides representatives to the Senate Council and the Academic Freedom and Tenure Hearing Committee. These representatives are elected in accordance with the governing provisions of the respective bodies.
2. Representatives from the Faculty of Arts & Sciences are commonly included in a variety of committees such as subcommittees of the Senate Council; such University-wide committees appointed by the Senate Council, the Chancellor, or the Chancellor's designate as the Committees on Calendar, Commencement, Library, Edison Theatre, and Honorary Degrees; and certain committees of the Board of Trustees.

H. Committee Selection.

1. The following standing Committees of the Faculty of Arts & Sciences are elected by voting members of the Faculty:
 - a. Faculty Council. This committee is composed of six members, two from each of the three divisions; two are elected each year for three-year terms.
 - b. Advisory Committee on Tenure, Promotion, and Personnel. This committee is composed of nine full professors, three from each of the three divisions; one from each division is elected each year for a three-year term.
 - c. Review Committee on Faculty Personnel Procedures. This committee is composed of six members, two from each of the three divisions; and three alternates, one from each division; one from each division is elected each year; the elected person serves the first year as alternate and next two years as a regular member.
 - d. Curriculum Committee. This committee is composed of six members, two from each of the three divisions; two are elected each year for three-year terms.
2. Elections are conducted by the following procedures.
 - a. Acting as a committee on nominations, the Faculty Council solicits suggestions and prepares a list of nominees for each vacancy to be filled by election each spring and presents this list for approval to a meeting of the Faculty of Arts & Sciences, where nominations may be added from the floor. If a vacancy occurs in the Faculty Council, the Advisory Committee on Tenure, Promotion, and Personnel, or the Review Committee on Faculty Personnel Procedures, through

resignation or death of a member, the Faculty Council acts promptly to fill the vacancy, through election if time permits. Special elections to fill vacancies that arise in other committees may also be called, at the discretion of the Council.

- b. The list of nominations approved by the Faculty of Arts & Sciences is submitted for election by ballot to all voting members of the Faculty of Arts & Sciences.
 - c. Election to membership on a committee is decided by a tabulation of ballots by tellers appointed by the Faculty Council.
3. Appointed Committees of the Faculty of Arts & Sciences.
- a. Faculty members of the following committees are appointed by the Dean of the Faculty of Arts & Sciences:
 - i. Affirmative Action Monitoring Committees (AAMC).
 - ii. Instructional Committees.
 - iii. Academic Planning Committee (APC)
 - b. The Graduate Council consists of one faculty member and one student member from each of the graduate programs offered by the Graduate School. The faculty representative from a degree program is the director of graduate study; the student is appointed by the program.
 - c. Faculty members of the following committees are appointed by the Dean of the College of Arts & Sciences — who may seek the advice of the Faculty Council — for terms provided by the Faculty resolution creating each committee, or for a lesser term to complete an unexpired term created by the resignation of a member of the committee:
 - i. Committee on Academic Integrity;
 - ii. Committee on the Special Major;
 - iii. Study Abroad Committee.
 - d. The Departmental members of the University College Council are selected annually by each Department. In the case of non-departmental University College programs, members are appointed by the Dean of University College.
 - e. Members of the Faculty Research Grants Committee are appointed annually by the Dean of the Graduate School.

IV. Academic Ombuds

- A. The Academic Ombuds is a full-time, tenured member of the Faculty of Arts & Sciences.
- B. The Ombuds attempts to mediate academic complaints brought by students which arise with regard to courses and programs in Arts & Sciences. The Ombuds does not make either specific or general reports of recommendations concerning specific courses, faculty members, or students to other faculty members, Department Chairs, or any other interested parties.
- C. The Ombuds reports at the end of each academic year to the Faculty and to the Council of Students of Arts & Sciences; the report is conveyed through the Dean of the College. These reports include only general data on the number, types, and disposition of cases handled during the year. They do not include any information about specific cases and parties involved in specific cases.
- D. The Ombuds is appointed by the Dean of the College.

V. Meetings of the Faculty

- A. The Faculty normally meets three times in each semester on such dates as the Dean of Faculty, after consultation with the Chair of the Faculty Council, sets. A schedule for the six statutory meetings is distributed to the Faculty at the start of the fall semester each year. If, after consultation with the Faculty Council, the Dean determines that there is insufficient business to hold any of these meetings except the final meeting of the spring semester, he or she so informs the Faculty at least two weeks prior to the originally scheduled date for that meeting.
- B. Special meetings may be called by the Dean upon his or her initiative or upon the request of the Faculty Council.
- C. Written notice of all meetings, including an agenda that has been established by the Faculty Council and the Deans of Arts & Sciences, is sent to every member of the Faculty at least one week prior to the each meeting.
- D. The meetings are presided over by the Dean of Faculty or, upon the Dean's request, by the Chair of the Faculty Council. After consulting with the Faculty Council, the Dean appoints from among the members of the Faculty a Faculty Secretary to keep all minutes.
- E. Roberts Rules of Order are followed in the conduct of all meetings.
- F. All actions of the Faculty are taken by majority vote at properly convened meetings.

- G. If a motion is introduced at a meeting without prior inclusion in the agenda, it may be considered and voted upon, but its adoption is not binding on the Faculty until it is passed at a subsequent meeting for which the motion appears on a written agenda circulated in advance.
- H. Members of the Council of Students of Arts & Sciences are invited to attend Faculty meeting. As many as three designated representatives of the Council are permitted to speak, but they may not vote.
- I. Meetings of the Faculty shall be open to the members of the Washington University campus community.

VI. Bicameral Procedures

- A. The Faculty of Arts & Sciences and the Council of Students of Arts & Sciences share responsibility for enacting changes in policy concerning:
 - 1. General studies offerings and the Committee for General Studies.
 - 2. College-wide requirements.
 - 3. The grading system.
 - 4. The policies of the University that directly affect the lives of students in the College of Arts & Sciences.
- B. Either body may initiate proposals on matters included in the list of shared concerns; such proposals are promptly sent to the other body for legislative action. Approval of a proposal in the same form by both bodies is required for the proposal to become policy of the College of Arts & Sciences, except as outlined in the next section.
- C. Each body is required to consider proposals received from the other body at its next regular meeting and to take official action within three months (excluding summer vacation months) unless granted an extension of time by the initiating body. A proposal approved by one body and not acted upon by the other within this time period becomes effective as policy.
- D. If the second body rejects, or approves in amended form, a proposal approved by the other body, the matter is referred to the Joint Committee of Arts & Sciences (the Faculty Council plus six representatives from the Council of Students) which attempts to reach an acceptable compromise to be resubmitted to each body for action at its next regular meeting.
- E. In matters other than formal legislation, consultation on questions pertaining to students is maintained through regular communication among the Council of

Students and its Executive Board, the Dean of the College and Dean of Faculty, and the Faculty Council.

- F. As the President of the Council of Students and other representatives of CSAS are invited to general meetings of the Faculty, so the Chair of the Faculty Council (or his or her designate) and the Dean of the College are invited to general meetings of CSAS.