

BYLAWS

of the

School of Humanities & Social Sciences

Written by the Bylaws Ad Hoc Subcommittee of the Unit
20 April 2022

ARTICLE ONE: Foundational Commitments

In keeping with the mission and values of UMKC, the best scholarship in the Humanities and Social Sciences (hereafter: the Unit), and the powers delegated to the Faculty in the Collected Rules and Regulations of the University of Missouri, the Unit Faculty endorses its commitment to the following values and principles, which inform these By-Laws:

1. The free exchange of ideas according to the principles of scholarly discourse;
2. Shared faculty governance to exercise the voice of the Unit Faculty as well as the powers and responsibilities delegated to the Unit Faculty;
3. Affirming the collective agency of the Unit Faculty in promoting the overall success of the Unit and UMKC as well as advocating for students;
4. Structural changes which promote diversity, equity, and inclusion among administrators, faculty, staff, and students;
5. Civil and ethical behavior as articulated in the UM Collected Rules and Regulations and by our professional organizations;
6. Responsible engagement in meaningful deliberation, collegial collaboration, and strategic planning as equal partners in ensuring the quality of the Unit's undertakings;
7. Timely execution of the operational procedures of the Unit;
8. Equitable rotation of officers and representatives in the shared governance of the Unit;
9. The circulation of accurate, complete, and transparent information regarding the budget, income, and expenses among all internal University stakeholders for the purpose of effective planning; and
10. Ensuring responsible collaboration between Unit Faculty and administrators.

ARTICLE TWO: Definition of the Unit Faculty

1. The Unit Faculty includes and is limited to all full-time, benefit-eligible members of the Unit Faculty whose primary appointment is in the Unit, whether on continuous regular appointments (tenured), regular tenure-track appointments, or non-regular non-tenure-track appointments ([CRR 300.020.B.1](#)).
2. The President of the University, the Chancellor, the Provost/Vice Chancellor for Academic Affairs, and the Unit Dean are non-voting members of the Unit Faculty ([CRR 300.020.B.1](#)).
3. Faculty members with joint appointments in the Unit but whose primary appointments are outside the Unit may participate in meetings but may not vote.

ARTICLE THREE: Powers of the Unit Faculty

1. Unit Faculty exercises authority and responsibility:
 - 1.1. To assure the quality of Unit undertakings in matters pertaining to education, research, scholarship, and service.
 - 1.1. To advance student learning, the institution, and the community by offering knowledge, cultivating creativity, fostering leadership, promoting diversity and equity, sharing research, modeling civil discourse, and demonstrating critical engagement.
 - 1.2. To advise on the procedures and policies governing the work of the Unit, including the budget, income, and expenses of the Unit.
 - 1.3. To define quorums of their membership and standard operating procedures (SOPs) for carrying out the business of shared governance.
 - 1.4. To recommend all candidates for degrees.
 - 1.5. To recommend all academic courses, curriculum, and degree programs in the unit.
 - 1.6. To establish criteria for the selection, retention, and promotion of their members.
 - 1.7. To put forth recommendations for the selection of the new Unit Dean after transparent deliberations with members of the Unit Faculty and administration (CRR 300.020.3.D). Unit Faculty shall maintain appropriate confidentiality regarding applicants.
 - 1.8. To regularly evaluate academic and professional administrators.
2. The powers reserved to the Unit Faculty shall be exercised through their Governance Bodies as authorized by these Bylaws.

ARTICLE FOUR: Assemblies & Meetings

1. Governance Bodies
 - 1.1. The Unit Faculty may assemble, in whole or in part, for any purpose related to the work, vision, or mission of the unit or institution. (Per [CRR 10.030.E.2](#))
 - 1.2. The Unit Faculty shall assemble for the purposes of shared governance in Governance Bodies: as a Unit Faculty; as Committees thereof, including a Unit Promotion & Tenure Committee and Ad Hoc Committees; as the Three Chairs of the Unit Faculty; as Faculty Councils.
2. Participation in Governance
 - 2.1. Voting members of the Unit Faculty are encouraged to attend, either in person or virtually, all Meetings of shared governance conducted during the official Meetings Period.
 - 2.2. Non-Voting Faculty of the Unit may attend open sessions of any Meetings of shared governance as *ex officio* members.
 - 2.3. At the request of the Three Chairs or any of the Governance Bodies, administrators, staff, or students may be asked to attend a Meeting of shared governance as *ex officio* members.
3. Meetings Period

- 3.1. Unless altered by the Three Chairs, the Meetings Period shall be Wednesdays from 2 to 3:30 PM.
- 3.2. The Three Chairs shall establish a schedule for Council and Unit Faculty meetings for the year. This schedule should be established so that there is minimal conflict with department meetings.
- 3.3. Unit Faculty members, administrators, and staff will make every attempt to hold this period in reserve for service to the unit.
- 3.4. Every attempt will be made to avoid scheduling classes for voting faculty or events for the Unit during Meetings Period.
- 3.5. Councils shall meet only when they have business to conduct.
4. Meeting Times & Locations
 - 4.1. With the assistance of the Office of the Dean, the Three Chairs shall identify appropriate times and locations for Meeting Periods for the Academic Year, and additional Special Meetings, including for Ad Hoc Councils, as needed.
 - 4.2. A tentative schedule of the times and locations for planned Meetings for each semester shall be announced by Sept 1 and Feb 1 respectively.
 - 4.3. The Unit Faculty must meet four times each year (CRR [300.020.D.2](#)).
 - 4.4. All Meetings shall be announced again at least five business days in advance including: times, locations, and agenda.
 - 4.5. If the motion is approved by the Three Chairs, the Faculty Affairs Council, or the Unit Faculty, the Three Chairs shall temporarily change the locations or the rotation of said Meetings or call additional Meetings as needed.
 - 4.6. At the request of the Unit Dean, of the Chancellor of UMKC, or of one quarter (25%) of voting members of the Unit Faculty, the Three Chairs shall call a Special Meeting to discuss any matter of concern by the Unit Faculty (CRR [300.020.D.2](#)).

ARTICLE FIVE: Officers & Councilors

1. Terms
 - 1.1. To ensure the building of expertise, all Chairs and Councilors of the Unit Faculty, as well as the members of the Unit Promotion & Tenure Committee, shall serve for three years on staggered terms.
 - 1.2. Terms begin on September 1 of the first year and end on August 31.
 - 1.3. The normal operations of shared governance shall not take place outside the scope of the Fall and Spring semesters to ensure compliance with nine-month contracts.
2. The Three Chairs of the Unit Faculty
 - 2.1. General Functions
 - 2.1.1. The Three Chairs of the Unit Faculty consist of the Chair Elect, Chair, and Past Chair.
 - 2.1.2. The Three Chairs shall perform the role an Executive Steering Committee for the Unit Faculty. They shall support the work of the Unit Faculty and the Faculty Councils, provide leadership for the Unit, serve as liaison and advisors to the Unit Dean, or other tasks as defined by the Unit Faculty.

- 2.1.3. The Three Chairs may not come from the same department, be serving as Department Chairs or other administrative positions, or be serving on any of the Councils. Ideally these officers shall rotate among all departments.
- 2.1.4. Each year, the Chair Elect shall replace the Chair, the Chair shall replace the Past Chair, and the Past Chair shall step down. Each shall assume all functions and prerogatives of the latter: temporarily, if the latter is incapable of serving; or permanently, when the latter's term is ended. (For procedures to replace vacancies for any reason, see ARTICLE EIGHT 8s.)
- 2.1.5. The Three Chairs shall attend all Meetings of the Unit Faculty as voting members.
- 2.1.6. The Three Chairs shall appoint Ad Hoc Councils when deemed appropriate by the Three Chairs, by the Unit Faculty, or by the Faculty Affairs Council.

2.2. Specific Functions

- 2.2.1. The Chair shall preside over all Meetings of the Unit Faculty.
- 2.2.2. The Chair shall attend all Meetings of the Budgetary & Administrative Affairs Council as a voting member.
- 2.2.3. The Chair Elect shall draft, circulate, and archive agendas for the Unit Faculty.
- 2.2.4. The Chair Elect shall attend all Meetings of the Faculty Affairs Council as a voting member.
- 2.2.5. The Past Chair shall draft, circulate, and archive minutes for the Unit Faculty.
- 2.2.6. The Past Chair shall attend all Meetings of the Students Affairs Council as a voting member.

3. Faculty Councils

3.1. General Functions

- 3.1.1. Faculty Councils shall serve as the primary body for shared governance in matters that fall under their purview.
- 3.1.2. Faculty Councils may make decisions on behalf of the Unit Faculty, but only insofar as the Unit Faculty have authority over those decisions.
- 3.1.3. Faculty Councils shall engage with general policies and procedures for the Unit and strategic planning for the Unit.
- 3.1.4. Faculty Councils shall serve as the primary conduits for communication among stakeholders in the Unit in matters that fall under their purview.
- 3.1.5. Faculty Councils shall promote for diversity, equity, and inclusion across the unit.

3.2. Individual Participation

- 3.2.1. Department Faculty shall elect one voting member of the Unit Faculty, from their department or another department, to serve on each of the three Councils for a complete term of three years or as temporary

proxy as needed. Written proxies may also be submitted in advance of the Meeting.

3.2.2. Councilors represent the faculty of that department but serve at the pleasure of the Unit Faculty (See ARTICLE NINE).

3.2.3. Department Chairs must communicate all appointments and replacements to Faculty Councils in advance of the Meeting. Failure to do so shall exclude the Department from that governing body's requirements for quorum for that Meeting.

3.3. Council Decisions

3.3.1. After deliberation, the Faculty Councils shall announce their decisions to the Unit Faculty for an Evaluation Period of one week.

3.3.2. The Three Chairs shall determine a standard method for disseminating the decisions of the Faculty Councils to the Unit Faculty for the purposes of the one-week Evaluation Period of their decisions and ensuring a permanent record of those decisions.

3.3.3. At the request of one quarter (25%) of the voting members of the Unit Faculty during Council deliberations or during the one-week Evaluation Period of a Council decision, that Council decision shall be voided and the Three Chairs shall place it before the Unit Faculty for immediate consideration.

3.3.4. Decisions within the purview of the Faculty Councils go into effect one week after Faculty Council deliberations are concluded. At that time, they shall be communicated to other stakeholders for further decision making and/or implementation.

3.4. Councilors

3.4.1. Councilors are voting members of the Unit Faculty duly appointed by the faculty of their departments to represent them on Faculty Councils.

3.4.2. Councilors shall serve on only one Faculty Council at a time.

3.4.3. Councilors, as members of a Council, have collective decision-making authority on behalf of the Unit Faculty for the duration of their appointment.

3.4.4. Councilors are responsible for communicating all decisions clearly and promptly to the faculty members they represent, including both their departments and any departments they serve as proxies.

3.5. Budgetary & Administrative Affairs

3.5.1. The purview of this Faculty Council is to collaborate, in the spirit of shared governance, in matters pertaining to the budget, income, and expenses as well as administration of the unit, including the evaluation of administrators (CRR [300.020.D.3.g](#)).

3.5.2. This Faculty Council shall engage with relevant institution-wide Committees and administrative processes in order to ensure a strong voice for the unit in those deliberations.

3.6. Faculty Affairs

- 3.6.1. The purview of this Faculty Council is to collaborate, in the spirit of shared governance, in matters pertaining to the Unit Faculty, with the exception of promotion and tenure.
 - 3.6.2. At the request of the Three Chairs, this Faculty Council shall consult and advise on the creation of Ad Hoc Faculty Councils; the interpretation and proposing amendments of these Bylaws; the determination of a “crisis” or “emergency situation”; faculty diversity, equity, and inclusion; and other issues pertaining to the Unit Faculty.
 - 3.7. Student Affairs
 - 3.7.1. The purview of this Faculty Council is to collaborate, in the spirit of shared governance, in matters pertaining to the students of the unit including but not limited to curriculum, degree programs, recruitment, retention, student life, and student diversity, equity, and inclusion.
- 4. The Unit Faculty
 - 4.1. Unit Faculty Meetings
 - 4.1.1. The Three Chairs shall use Unit Faculty Meetings for any matter relevant to the Unit, including, but not limited to community building, innovation, problem solving, promoting collaboration, invited speakers on current issues, or any other matter relevant to the Unit as a whole.
 - 4.1.2. The following matters always fall within the scope of the Unit Faculty: revisions to these Bylaws, unit-level degree requirements, and unit-wide elections.
 - 4.1.3. Decisions made by the Unit Faculty come into effect immediately.
 - 4.2. The Unit Promotion & Tenure Committee (UP&TC)
 - 4.2.1. The Unit Faculty shall elect three tenured faculty from the Unit who hold the rank of Professors to serve on this Committee, including at least one member from a social science discipline and one member from a humanistic discipline.
 - 4.2.2. Service on this Committee shall prevent those Professors from participating in any way at any other level of the P&T process or in any other office as Chair or Councilor in the Unit.
 - 4.2.3. This Committee shall provide an independent written evaluation and recommendation on each candidate ([CRR 320.035 A.2.c](#)).

ARTICLE SIX: Best Practices for Shared Governance

1. In order to remind ourselves of best practices for shared governance, the following behaviors are encouraged between the Unit Dean, Associate Deans, Unit Faculty the Three Chairs, the Councilors, and the Department Chairs.
2. The Unit Dean and Associate Deans should:
 - 2.1. Take an active role in advocacy and support for the Unit by:
 - 2.1.1. Advocating effectively for faculty, students, and the unit in all public and institutional settings in collaboration with the Unit Faculty; and
 - 2.1.2. Supporting all Departments equitably;
 - 2.2. Actively seek the advice and consent of governance bodies by:

- 2.2.1. Seeking the advice and consent of the Three Chairs and the appropriate Faculty Councils before implementing new policies;
 - 2.2.2. Whenever possible, communicating and operating through the Three Chairs and Faculty Councils rather than Ad Hoc Committees;
 - 2.2.3. Providing information to the Three Chairs and Faculty Councils on matters under the purview of those bodies to the best of their knowledge, including but not limited to providing detailed information regarding the budget, income, and expenses of the Unit to the Budget & Administrative Affairs Council; and
 - 2.2.4. Deferring to the UM System when implementing crisis or state of exception conditions: the Unit Dean should not circumvent these Bylaws without such a declaration from the UM System or the consent of the Unit Faculty.
 - 2.3. Appoint and mentor Unit Faculty by:
 - 2.3.1. Supporting faculty, and especially underrepresented Unit Faculty in terms of recruitment, retention, and promotion;
 - 2.3.2. Deferring to CRR guidelines in the hiring and renewal of contracts for non-tenured faculty;
 - 2.3.3. Reviewing and renewing non-tenured faculty contracts in a timely manner; and
 - 2.3.4. Providing adequate mentoring and training to Department Chairs.
 - 2.4. And should a matter arise that warrants mediation, the Three Chairs may request support from the Unit Dean's office, which shall provide a mechanism for mediation.
3. The Three Chairs should take an active role in advocacy and support for the Unit by:
 - 3.1. Advocating effectively for faculty, students, and the unit in all public and institutional settings in collaboration with the Unit Faculty; and
 - 3.2. Supporting all Departments equitably.
4. Faculty Councilors should:
 - 4.1. Attend all Council meetings either in person or virtually;
 - 4.2. Provide constructive assistance, during and outside of Meetings Periods, in the day-to-day management and strategic planning for the areas under that Council's purview;
 - 4.3. Represent the Faculty in their department and other departments by proxy equitably; and
 - 4.4. Promptly report on all matters discussed by the Councils to the department/s they represent.
 - 4.5. The duties of the Department Chairs, as supervisors, are stipulated by the Bylaws of their departments and the Collected Rules and Regulations.

ARTICLE SEVEN: Rules of Procedure for Unit Faculty Meetings

1. Operating Procedures for Unit Faculty Meetings
 - 1.1. Unless otherwise specified in SOPs, all business in Unit Faculty Meetings shall operate on the basis of [Robert's Rules of Order](#).

- 1.2. Items on the agenda which are not in the form of motions will be open for discussion for a maximum of fifteen minutes.
 - 1.3. The Chair or designee shall allow a maximum of three minutes per speaker.
 - 1.4. If at the end of fifteen minutes no motion relating to the topic has been made, the Unit Faculty will proceed to the next agenda item.
2. Agendas for Unit Faculty Meetings
 - 2.1. All Unit Faculty Meetings will have an agenda circulated five days in advance.
 - 2.2. All speakers must be placed on the meeting agenda five days prior to its circulation.
3. Quorum for Unit Faculty Meeting
 - 3.1. A quorum for any meeting of the Unit Faculty shall be either twenty-five percent or twenty members, whichever is a smaller minimum, of the Unit Faculty, including at least one representative or their proxy from each department.
 - 3.2. No business shall be conducted at any meeting that has not been properly called.
4. Motions in Unit Faculty Meetings
 - 4.1. Motions will be proposed, discussed, amended, or reconsidered within the Unit Faculty Meeting. Motions will be decided by simple majority of >50% of the quorum.
 - 4.2. The length of discussion, the time allotted to individual speakers, and the number of motions and amendments shall be governed by [Robert's Rules of Order](#).
 - 4.3. The Three Chairs may expedite business by avoiding the formality of motions on questions of little importance. If so moved and seconded by voting Faculty Members, the matter returns to [Robert's Rules of Order](#).
5. Elections for Officers & Votes on Issues by the Unit Faculty
 - 5.1. Elections for officers will be voted upon by the entire Unit Faculty through electronic elections (see ARTICLE EIGHT).
 - 5.2. A quorum for electronic votes on issues by the Unit Faculty shall be 40% of the Unit Faculty. Votes with lower participation rates shall not be considered valid.
6. Motion to Adjourn Unit Faculty Meetings
 - 6.1. The completion of a meeting's business, the decision to accept or reject a motion to adjourn will be decided by the General Consensus of the quorum.

ARTICLE EIGHT: Election Procedures

1. By the end of February, the Three Chairs will send an announcement through email calling for people to nominate themselves for impending vacancies in the Three Chairs, the UP&TC, and any Ad Hoc Committees as needed. The Three Chairs will also solicit nominations for other Unit Faculty positions when representatives from the unit are needed, and include them on the ballot.
2. The ballot will be finalized and distributed to the Unit Faculty by the end of March.
3. In the event an election is required during a different time period, the Three Chairs can authorize that election through a unanimous vote of the Three Chairs.

4. The default method for voting in elections for Unit Faculty positions or in elections concerning policy changes of any kind will be through an electronic ballot.
5. The Three Chairs shall program and distribute the survey to the Unit Faculty. The Faculty Affairs Council shall certify the results.
6. All elections for candidates and policy changes will be decided by a majority vote (>50%) of cast ballots. Elections which present the Unit Faculty with more than two alternatives shall be conducted by standard procedures for ranked-choice voting. Ties will be decided by a run-off between the two alternatives until one achieves a majority (>50%).
7. Once the ballot has been sent to the Unit Faculty, voting will remain open for seven days. The results of the election will be distributed to the Unit Faculty within seven days of the election ending. The Three Chairs can extend either deadline through a unanimous vote of the Three Chairs.
8. In the event of a vacancy in any of the Three Chairs, in the UP&TC, or in any Ad Hoc Committees formed by the Unit Faculty, the Faculty Affairs Council will appoint an interim to serve temporarily in the vacated position for the remainder of that academic year. During the next election cycle, the Unit Faculty will vote for a permanent replacement for the vacated position, who will serve out the remainder of the original person's term.
9. Election results enter into effect as per ARTICLE FIVE 1.

ARTICLE NINE: Removal from Office

1. Removal from office requires a motion to hold a vote and a vote for removal from office.
2. The motion must be approved by either a majority (>50%) of one of the Faculty Councils or by a majority (>50%) of the quorum during a Regular or Special meeting of the Unit Faculty.
3. By an electronic vote of three-fifths (>60%) of cast ballots, the Unit Faculty may remove from office the Past Chair, the Chair, the Chair Elect, or any member of a Committee or a Council.
4. If a member of a Committee or a Council has been removed from office through this mechanism, that person may not be reappointed to that Committee or Council. Departments may appoint another representative or proxy.

ARTICLE TEN: Amendments to the Bylaws

1. The Bylaws of the Unit Faculty can be amended by a simple majority (>50%) of votes cast by the Unit Faculty. Voting will be conducted electronically or in a manner to be determined by the Faculty Affairs Committee.

APPENDIX: Illustration of Governance Structure

