BYLAWS OF THE FACULTY OF THE SCHOOL OF SOCIAL SCIENCES, HUMANITIES AND ARTS (Revised November 2007)

Part I. FUNCTIONS

1. The Faculty of the School of Social Sciences, Humanities and Arts shall conduct the government of the School of Social Sciences, Humanities and Arts, subject to the following limitations:
    A. The Faculty is a Committee of the Merced Division of the Academic Senate, is responsible to the Division, and may from time to time be instructed by the Division.
    B. Graduate study and higher degrees are subject to the rules and coordinating powers of the Graduate and Research Council.
    C. The Faculty is not responsible for student discipline.

Part II.MEMBERSHIP

2. The Faculty of the School of Social Sciences, Humanities and Arts shall consist of those members of the Academic Senate designated in the Merced Division Bylaws, Part III.2. Instructors of less than two years service shall not be entitled to vote.

Part III. OFFICERS

3. The Chair of the Faculty will be elected annually from among the voting members. The election shall take place within the last three weeks of instruction of the Spring semester with the start of the Chair's term beginning on the first day of instruction of the Fall semester. A partial term counts as a full term.

    The Chair shall be elected by the following process:

    A. Not fewer than 30 calendar days prior to the election, the School's Management Services Officer (MSO) must mail to each voting member of the Faculty a Notice of the Election.
    B. Nominating Petitions must be filed with the MSO within 14 calendar days following mailing of the Notice of Election. A Nominating Petition must be signed by 3 voting members of the Faculty. The nominee must certify willingness to serve if elected.

C. At least 14 calendar days before the Election, the MSO must provide to each voter, either by mail or electronically, a list of all nominees. The list of nominees must be accompanied by a ballot listing the nominees alphabetically. In the case of mail ballots, each voter must receive a plain envelope in which to enclose the marked ballot, and a further envelope addressed to the MSO to be used for return of the sealed ballot. The envelope addressed to the MSO must have a space for the signature of the voter. For electronic voting, the MSO must utilize a system that verifies each voter's identity and maintains security. Each voter must be provided access to this system at least 14 calendar days before the Election.

   A voter must be notified that:

   All ballots must be returned to the MSO no later than the date of the election;

   A ballot is invalid if more names are marked than there are vacancies to be filled or, in the case of mail ballots, if the ballot lacks the signature of the voter in the space provided on the return envelope;

   A voter who spoils a paper ballot may, by tearing it across once and returning it to the MSO, obtain another.

   Throughout these Bylaws the term “mail ballot” shall denote either a mail or an electronic ballot and the term “mail” shall denote either postal or electronic mail.

D. Candidates receiving the most votes are to be declared elected. In the event of a tie, the winner will be chosen by random coin-toss.
E. In case there is only one candidate nominated for the position of Chair at the conclusion of the nomination period, the election by ballot shall be omitted and the sole candidate shall be declared elected.
F. If the position of Chair becomes vacant prior to completion of the elected term, the Executive Committee shall appoint a replacement to serve the unexpired part of the term. In filling a vacancy the Committee is instructed to give consideration to nominees not elected but receiving the highest vote in the immediately preceding election.

Duties of the Chair include:

A. representing the Faculty in all appropriate aspects of the School;
B. advising the Dean in the administration of the School;
C. establishing and maintaining liaison with other Faculties of the Merced Division;
D. initiating the election of new officers within 30 days of the last day of instruction of the Spring semester and charging the School's MSO to conduct the election in accordance with the bylaws.

Part IV. COMMITTEES

4. Executive Committee

This Committee consists of the Dean of the School, *ex officio,* the elected Chair of the Faculty, the Chairs of each Bylaw 55 Unit within the School, and an untenured faculty elected by the untenured faculty members of the Faculty. The election of the untenured faculty member shall take place at the same time and in the same manner as the election for the Chair of the Faculty. The Chair of the Faculty shall serve as the Chair of the Executive Committee. The voting members of the Executive Committee shall choose their own vice chair.

5. Curriculum Committee
   A. The number of Curriculum Committee members will be determined by the number of Bylaw 55 Units within the School plus two. The Dean (or the Dean's designate) and the Chair of the Faculty shall be ex officio, non-voting members. The slots on the Committee shall be apportioned according to the Sainte-Lagüe Method, as described in the Appendix. The voting members of the Committee shall choose their own committee chair from among the committee's voting membership.
   B. The Committee shall review and approve or disapprove requests for new courses or changes in existing courses that have been approved by a majority of faculty in the relevant Bylaw 55 Unit. The Committee shall transmit to the Dean those approved for submission to the Merced Division's Undergraduate Council. The Committee may, by majority vote, abdicate its delegated authority to approve one or more specific courses to the Faculty.
   C. The Committee shall be charged with the examination of existing and proposed SSHA curricula (e.g., majors, minors, general education requirements). The results of such study and proposals from the Bylaw 55

Units or other faculty groups within SSHA regarding changes in curricula, as well as any other proposed changes in School requirements for undergraduate degrees, shall be submitted with recommendations to the SSHA Faculty for final action.

D. The Committee shall develop and maintain a current list of courses that may be taken in satisfaction of the general education topical breadth requirements for SSHA undergraduate degrees.
E. The Committee shall advise the Dean on matters pertaining to relations with community colleges.

Part V. MEETINGS

6. The Faculty shall meet at such times as it may determine or at the call of the Chair. Upon the written request of seven voting members, a special meeting must be called by the Chair or, in his or her absence or disability, by the Vice Chair of the Executive Committee. The call to all meetings must be sent to all members of the School faculty at least five days of instruction prior to the meeting.

7. The Chair of the Faculty is authorized to call informal meetings of the Faculty for the purpose of presentation or discussion of matters of interest to the Faculty or a large group thereof.

Part VI. QUORUM

8. The lesser of forty percent or fifteen voting members shall constitute a quorum.

Part VII. VOTING REQUIREMENTS

9. The foregoing Bylaws may be added to, amended or repealed at any regular or special meeting by a two-thirds vote of all the voting members present, provided that written notice of amendment shall have been sent to each member of the Faculty at least five days of instruction previous to the meeting at which the amendment is to be moved. Abstentions will not count in calculation of the two-thirds majority required. No amendment shall be made that is inconsistent with legislation of the Academic Senate or the Merced Division of the Academic Senate.

10. Approval of any other matter brought to a vote of the Faculty requires a majority of votes cast, not counting abstentions.

11. The actual method of voting shall be determined by the eligible voters; subject, however, to the provision that no voter may be denied the option to require a secret ballot.

Appendix

The Sainte-Lagüe Method of apportionment works as follows: First, one representative of the available Curriculum Committee slots is given to each Bylaw 55 Unit within the School. Then, the Bylaw 55 Unit with the largest population is given the next representative, and that Unit's population is divided by 3. Then, again, the resultant populations are compared, and the Unit with the largest population is given the next available representative, and that Unit's population is divided by 3. This procedure continues until all representatives on the Curriculum Committee are allocated.

If a faculty member has a split appointment between two Bylaw 55 Units within the School, with full voting rights in each Unit, then for accounting purposes each Unit's population will be credited with one-half of that split-appointee's membership. The Dean shall keep a list of the Faculty members and their Bylaw 55 Unit designation(s).

Each Bylaw 55 Unit shall establish its own internal procedures for populating its apportioned number of Curriculum Committee positions.