

**BYLAWS OF**  
**THE CHARLES E. SCHMIDT COLLEGE OF BIOMEDICAL SCIENCE**

In recognition that the Faculty of the University has established the Florida Atlantic University Faculty Constitution and Bylaws to define faculty governance for the University<sup>1</sup>, the Faculty of The Charles E. Schmidt College of Biomedical Science adopts these Bylaws to define the role of faculty governance within the College. The Faculty has approved these Bylaws with full acknowledgment that authority for operation of the University is vested in the President by law and by the policies enacted by the Board of Trustees. At the same time both the Administration and the Faculty agree that the Faculty plays an essential role in the development of policies and practices by which the University fulfills its academic mission. The goals of faculty governance and these Bylaws are to maintain the respect and the communication between Faculty and Administration that make it possible for the University to function. The administration, faculty and staff will work together to foster collegiality among all members of the College.

**ARTICLE I. OBJECT**

The Charles E. Schmidt College of Biomedical Science is the unit of Florida Atlantic University organized to provide education in the biomedical sciences, to conduct research, and to educate graduate students and to award degrees as approved by the Board of Governors. In addition, the College will also provide education to students from the University of Miami Miller School of Medicine enrolled at the University of Miami Miller School of Medicine at Florida Atlantic University (UMMSM@FAU) regional campus, as per the agreement between the Boards of Trustees of Florida Atlantic University and the University of Miami.

**ARTICLE II. FUNCTIONS:** The Faculty Assembly of the Charles E. Schmidt College of Biomedical Science is established for the purposes of Faculty governance.

**A. Educational Policy**

The College of Biomedical Science Faculty Assembly shall be concerned with matters of College educational policy, including curriculum, admissions, degree programs, and certificates. This document does not govern the curriculum nor students of UMMSM@FAU.

**B. Matter of General Faculty Interest**

The Faculty Assembly shall consider matters within the College of general faculty interest which shall include, but not be limited to, equitable policies on Faculty tenure, hiring, and promotion; student affairs; and administrative matters, including college organization.

**C. Advisory to the Dean**

The Faculty Assembly shall be advisory to the Dean of the Charles E. Schmidt

College of Biomedical Science in matters of planning and budgeting.

**D. Consideration of Additional Issues**

The Faculty may consider any other issue that may affect it including budget, physical facilities, planning, and college enrollment.

**ARTICLE III. MEMBERS:** Collectively, the faculty of The Charles E. Schmidt College of Biomedical Science will constitute the Biomedical College Assembly. The College Assembly will include all faculty with professorial rank, instructors, lecturers, adjuncts, guest faculty, visiting professors, and others whose salary is supported by the College of Biomedical Science. Only those faculty members with tenure, in tenure-earning positions, or in contract positions that are greater than or equal to 50%, may vote, hold office, and serve on committees.

Nonvoting Members: Faculty holding an FAU appointment of Dean, Associate Dean or departmental chairman shall be ex-officio, non-voting members. Faculty on leave of absence will be considered as ex-officio members of the Faculty Assembly.

**ARTICLE IV. OFFICERS:** The officers of the Faculty Assembly shall be a Chair, a Vice-Chair, and a Secretary.

**A. Officers**

1. The Chair

The Chair shall be a member of the Faculty of the College of Biomedical Science who holds no administrative rank, ( e.g., including Dean, Associate Dean, or Departmental Chair) and who shall be responsible for the following and for such other duties as are appropriate to the office.

- a. The Chair shall call all meetings of the Faculty Assembly.
- b. The Chair shall preside over meetings of the Faculty Assembly.
- c. The Chair shall represent the Faculty Assembly at meetings of the College Executive Committee by invitation of the Dean.
- d. The Chair shall represent the Faculty Assembly as a whole to the Dean and other administrators.
- e. The Chair shall remind all departments to elect representatives to committees of the Faculty Assembly in March.
- f. The Chair shall appoint someone to act as official parliamentarian at all Assembly meetings.
- g. The Chair shall distribute to each General Member a meeting notice with an agenda at least three working days prior to each meeting of the Faculty Assembly.
- h. The Chair shall prepare and distribute ballots, paper or electronic, to all Voting Members for the election of officers.
- i. The chair shall conduct all Faculty Assembly meetings in accordance with

*Robert's Rules of Order.*

2. The Vice-Chair

The Vice-Chair shall be responsible for the following and for such other duties that are appropriate to the office.

- a. The Vice-Chair shall preside in the absence of the Chair.
- b. The Vice-Chair shall consult and coordinate with the Chairs of Standing and Special Committees on a regular basis.

3. The Secretary

The Secretary shall be responsible for the following and for such other duties that are appropriate to the office.

- a. Minutes: The Secretary shall record and transcribe minutes for all meetings of the Assembly, recording motions, actions, and decisions (according to *Robert's Rules of Order*), as well as attendance at Faculty Assembly meetings, and distribute copies of the minutes of the meetings of the Faculty Assembly to each General Member with the agenda for the next meeting.
- b. The Secretary shall coordinate and oversee the election of the College of Biomedical Science members to the University Faculty Senate.
- c. The Secretary shall maintain records of the Faculty Assembly.

**B. Term of Office**

Officers shall serve one-year terms beginning with the fall semester and ending at the conclusion of the summer term.

**C. Nomination and Election**

1. Nomination

The Chair shall call for nominations from the floor for each office at the last meeting of the spring semester.

2. Election

- a. The Secretary shall distribute a ballot, paper or electronic, to each voting member within one week of the nominations.
- b. A teller committee composed of one Voting Member selected by each candidate shall count the ballots or verify the electronic ballots.
- c. Election shall be by majority vote of the valid ballots returned.
- d. The Chair shall be elected first, followed by the Vice-Chair and then the Secretary.

**ARTICLE V. AGENDA AND ORDER OF BUSINESS**

**A. The Agenda**

1. Meeting Notice and Agenda

Notice of an Assembly meeting shall be delivered to each faculty member at least

two weeks prior to the meeting, and the agenda at least three working days in advance of the meeting.

2. Submission of Items

General Members of the Faculty may submit agenda items to the Secretary for the consideration by the Faculty Executive Council (FAX Council membership is defined on page 8). Proposed agenda items should be submitted in time for the FAX Council meeting at which the agenda is set (normally two to three weeks before the Assembly meeting).

3. Items by Petition

If at least thirty percent of the voting members submit an agenda item by petition, the Chair must include it on the agenda for the next meeting. Such agenda items should be submitted in time for the Faculty Executive Council (FAX Council) meeting at which the agenda is set (normally two to three weeks before the Assembly meeting).

4. Items Added from the Floor

Items added to the agenda from the floor may not be acted upon until the next meeting.

**B. The Order of Business**

The Faculty Executive Council (FAX Council) shall determine the order of business for each meeting when preparing the agenda. The agenda shall be submitted for approval by the Assembly immediately after the call to order of each meeting. In addition to items requiring decision, the agenda for regular meetings shall normally include Announcements and Open Discussion.

**ARTICLE VI. MEETINGS**

**A. Regular Meetings**

The Faculty Assembly shall hold at least two regular meetings each year.

**B. Reports**

At least one of the two meetings (usually the last of meeting of the academic year) will include reports from Committees as requested by the FAX Council. Committees shall post their reports on the Faculty Assembly web page at least one week prior to this meeting.

**C. Special Meetings**

The Chair shall call special meetings when needed, or when thirty percent of voting members petition to have one.

**D. Quorum**

The quorum for an Assembly meeting shall be forty percent of the faculty eligible to vote.

**E. College-Wide Vote**

A motion before the Assembly may be decided by ballot, paper or electronic, subject to the following conditions:

1. Motion for ballot

Any main motion will be decided by electronic or paper ballot when four (4) or more members of the College at the meeting request it.

2. Summary

The Chair shall appoint two members to provide a summary of the arguments, pro and con, to accompany the ballot.

3. Ballots

Voting shall be by electronic or paper ballot which shall be distributed by the Secretary to the Voting Members no later than four weeks after the discussion. The motion will pass after approval by a majority of those who return valid ballots, providing at least 40 percent of the voting members have returned valid ballots.

**ARTICLE VII. COMMITTEES OF THE BIOMEDICAL SCIENCE FACULTY ASSEMBLY**

**SECTION 1. GENERAL REQUIREMENTS**

All Committees of the Faculty Assembly of the College of Biomedical Science shall be subject to the following:

**A. Quorum**

A simple majority of the voting members of a Committee, unless otherwise stipulated, shall constitute a quorum.

**B. Announcement and Agenda**

All Committees shall strive to hold meetings when all members can attend. Notice of meetings and their agenda shall be announced to all Faculty Assembly members no less than five days before a meeting. In the event of the necessity for an “emergency” meeting, the agenda will be communicated electronically 24 hours prior to the meeting.

**C. Minutes**

Each Committee shall keep minutes of all meetings and forward those minutes to the Vice-Chair of the Assembly in a timely manner. These minutes will be kept in a permanent file in the Dean's office and shall be posted on the Faculty Assembly website.

**D. Reports**

Each Committee shall report to the Faculty Assembly as requested by the FAX Council, according to Article II, Section 5, B above.

**E. Substitute**

A member may designate a substitute, who shall have the same rights and obligations as the member.

**F. Representation**

Members representing Departments shall be responsible for carrying forward the viewpoints of all Department members and shall keep Department members informed of Committee business.

**G. Administration Membership**

The Dean or the Dean's designee (Associate Deans, Assistant Deans or Departmental Chairs) shall serve ex-officio, without voting, on all committees.

**H. Student Service on Committees**

Students who serve on Committees must be currently enrolled and in good academic standing.

**I. Other Ex-Officio Members**

Ex-officio members, non-voting, may be added to Committees at the discretion of the Faculty Assembly.

**SECTION 2. STANDING COMMITTEES**

**A. Requirements**

Unless stipulated otherwise under the requirements for a specific Committee, the following requirements apply to all Standing Committees.

1. Membership

Membership for each of the Standing Committees is specified.

2. Date for Election to Membership

All Departments and other programs, where appropriate, shall elect their Committee representatives in March.

3. Terms

New members shall attend meetings of the Committee in March through May and in June shall assume "official" membership and serve two-year terms (unless elected as Chairman for the following term). Members are not eligible for re-election to a Committee until they have been off the Committee for one year.

4. Vacancies

In the event of a vacancy the Department or other Unit shall elect a replacement to serve to the end of the current term. In the event the remaining term is less than one year, that person will be eligible to stand for election to another term.

5. Meetings

Committees shall meet regularly, as necessary, but at least once each fall and spring semester. All committee meetings are open to faculty in compliance with Florida Sunshine laws. Dates of meetings should be announced to all members of

the Faculty Assembly well in advance.

6. Committee Officers

Each Standing Committee shall elect a Chair who shall serve two years and a Secretary who shall serve one year.

a. The Chair

The Chair of each Standing Committee shall be elected by the committee membership and will:

- (1) preside at Committee meetings;
- (2) solicit agenda items, then prepare and distribute the agenda;
- (3) communicate with the Vice-Chair of the Faculty Assembly.

b. The Secretary

The Secretary of each Standing Committee shall:

- (1) take minutes and distribute them to each member of the committee, the Officers of the Faculty Assembly, the Dean of the College of Biomedical Science, and others when appropriate;
- (2) pass all minutes and all committee data to the newly elected Secretary at the first meeting of the Committee in the fall.

7. Review of Decisions

Decisions of a Standing Committee shall be subject to review by the Faculty Assembly.

**B. The Committees**

The following Standing Committees are established.

1. **The Faculty Assembly Executive Council (FAX Council)**

The structure and responsibilities of the FAX Council shall include the following:

a. Membership

The membership of this Committee shall be voted on every two years and shall be comprised of the Chair, the Vice-Chair, and the Secretary of the Faculty Assembly; the College representative to Boca Faculty Senate Committee of the United Faculty Senate (see Article IV, below), and one member elected at large from the Faculty Assembly.

- (1) Chairs of all Standing Committees shall be invited to attend all FAX Council meetings but they cannot vote.

The responsibilities of the FAX Council shall include the following:

a. Agenda

The Committee shall set the agenda for College meetings.

b. Elections

The Committee shall issue calls for nominations and prepare ballots, paper or electronic, for College-wide elections.

c. Advisory to the Dean

The Committee shall communicate to the Dean the views and/or concerns of the Faculty Assembly.

d. Advisory to the Faculty Assembly

The Committee shall initiate, discuss, evaluate, and recommend short and long-range plans and policies for the College to the Faculty Assembly.

e. Committee Officers

The Chair and the Secretary of the Faculty Assembly shall serve as the Chair and Secretary for this Committee.

f. Quorum

A quorum for this Committee shall consist of four members.

g. Frequency of Meetings

Ideally, meetings should occur monthly.

The FAX Council shall meet with the Dean at least quarterly.

**2. The Biomedical Science Graduate Programs Committee**

The structure and responsibilities of the Biomedical Science Graduate Programs Committee shall include the following:

a. Membership

Each department shall be entitled to a minimum of four members and equal representation.

b. Approval of Courses and Programs

(1) The Committee shall review and recommend to the Faculty Assembly approval or, for cause, disapproval of all proposed changes to the graduate programs including new courses. If disapproval is recommended, the specific grounds for such action shall be included in the report. This Committee should encourage new course development and provide feedback and guidance to a faculty member whose course was denied.

(2) Recommendations for changes in the Integrative Biology Curriculum shall be made and considered in accordance with policies established by the Biology Department.

c. Communication of Actions

The Committee shall communicate its actions in writing to the Dean or his/her designee and the College Assembly within two weeks and the Department initiating a proposal for a new course or program.

d. Development of Policies and Procedures for graduate programs

The Committee shall review and recommend to the Faculty Assembly policies and procedures related to:

- (1) Academic standards;
- (2) Admissions;

e. Representation on Integrative Biology Admissions Committee

This Committee shall elect a member from its membership to serve as the College representative on the Admissions Committee of the Integrative Biology Ph.D. Program.

f. Act as the Admissions Committee for the Master's Program in Biomedical Science

This Committee will review all applicants to the Master's Program in Biomedical Science and vote on qualified applicants for admission to this program.

g. Awarding of Teaching Assistantships (TA) and Research Assistantships (RA)

The Committee will award College TAs and RAs to qualified students. The Committee will advise the faculty in advance when TA or RA openings become available.

h. Graduate Student Petitions

The Committee shall review and recommend to the appropriate Department or other Unit approval or, for cause, disapproval of graduate student petitions.

i. Representation to Graduate Council

The Chair of the Graduate Programs Committee plus one other member elected by the committee will serve as the College of Biomedical Science representatives to the University Graduate Council.

3. **The Research Committee**

The structure and responsibilities of the Research Committee shall include the following:

a. Membership

Membership shall include two elected representatives from each department. Representation must be equal between the departments.

b. Responsibilities

Responsibilities of the Committee shall include the review of policies regarding budget allocations, including equipment, infrastructure and bridge funding, as well as space allocation. The Committee will make recommendations to the Dean or his (her) designee.

c. Communication of Actions

The Committee shall communicate its actions or items of concern in writing to the Dean and the Biomedical Science Faculty Assembly.

#### 4. The Promotion Committee

The structure and responsibilities of the Promotion Committee shall be as follows:

##### a. Membership

Only full-time associate professors or professors shall serve on the Promotion Committee. The Committee shall consist of four representatives from each department, who may be tenured or non-tenured. The Chair, who must be tenured, will be elected by the full Committee. A Vice-Chair, who also must be tenured, will be elected after the election of the Chair. The term of service is two years. No member shall serve more than two consecutive terms, unless no other member of the department is eligible to serve. No departmental chair or administrator (e.g., Dean, Associate Dean) shall serve on the Committee.

##### b. Applications for Consideration

The Committee shall consider all applications for promotion and shall forward its numerical vote according to University guidelines to the Dean. Any discussion or comments regarding the applications under review will be held strictly confidential.

##### c. Voting

The Chair shall make every effort to schedule meetings so that all members can be present. The entire Promotion Committee, including the Chair, will vote on promotion to Associate Professor and Full Professor.

##### d. Representation to University Committee

The Chair of the Promotions Committee will serve as the College of Biomedical Science's representative to the corresponding University Committee. In the event the Chair is unable to serve, the Vice Chair will serve as the College representative.

##### e. Development of Policies and Procedures

The Committee shall recommend to the Faculty Assembly general procedures, criteria, and policies affecting promotion. Except as required by University Guidelines, the Committee shall keep no minutes of its deliberations on promotion cases. The Committee shall keep and publicize minutes of its discussions on other issues.

##### f. Quorum

All qualified members of the Committee must be in attendance at meetings dealing with promotion as previously specified. Members not in attendance may send a proxy, provided such proxy is submitted prior to the meeting, if they have read the portfolio(s) scheduled for discussion. A Binder sign in/sign out record shall be maintained as an attestation. Any member who does not so attest shall be disqualified from the Committee vote.

##### g. Departmental Promotion and Tenure Committees

Departmental bylaws or other documents covering Promotion and Tenure

policies and procedures may establish a departmental promotion and tenure committee, consisting of the tenured faculty to review and vote on tenure cases, and the eligible department faculty to review and vote on promotion cases. These Department-level Promotion and Tenure committees shall consider all applications for promotion and tenure and shall forward its numerical vote on tenure applications according to University guidelines to the Dean, College of Biomedical Science, and shall forward its numerical vote on promotion applications according to University guidelines to the college Promotion Committee for consideration.

As above, Departmental Promotion, and Tenure, Committee members eligible to vote shall be required to attest that they have reviewed the Binder prior to departmental voting and deliberations.

### **SECTION 3. SPECIAL COMMITTEES**

The Faculty Assembly shall establish Special Committees at its discretion on any topic not assigned to a Standing Committee. All Special Committees shall be reviewed annually and may be continued only by a majority vote of the Faculty Assembly.

## **ARTICLE VIII. ELECTION OF COLLEGE MEMBERS TO UNIVERSITY FACULTY SENATE**

### **SECTION 1. ELIGIBILITY**

Full-time individuals matching the definition of faculty in the University Faculty Senate Bylaws are eligible for nomination and election to any of the positions allocated to the College on the University Faculty Senate.

### **SECTION 2. NOMINATION**

The Secretary of the Faculty Assembly shall request nominations-at-large from the Faculty.

### **SECTION 3. ELECTION**

#### **A. Preparation of Ballot**

The Secretary will prepare a ballot containing the names of all nominees who have agreed to run.

#### **B. The Election Process**

The Secretary, or a replacement designated by the Chair should the Secretary be a candidate, will conduct the election process.

1. He/she will distribute the ballots, paper or electronic, to the voting members of the Faculty Assembly.
2. The Chair of the Faculty Assembly shall appoint a teller committee consisting of three faculty members not up for election to count the ballots or verify the electronic ballots.
3. The winners shall be determined on the basis of who has received the most votes.
4. If a tie vote occurs, the Secretary will repeat the ballot process.
5. The Secretary will report the results to the University Faculty Senate, the Provost, and to those elected.

## **ARTICLE IX. PARLIAMENTARY AUTHORITY:**

The parliamentary authority of the College of Biomedical Science is Robert's Rule of Order Newly Revised.

## **ARTICLE X. AMENDMENTS:**

### **SECTION 1. PROPOSAL**

Amendments to the Bylaws may be proposed by either of two methods.

#### **A. FAX Council**

The FAX Council of the College of Biomedical Science Faculty Assembly may act as, or appoint, a Special Bylaws Committee to formulate proposals for amendment.

#### **B. Faculty Petition**

Ten percent of the voting members of the College of Biomedical Science Faculty Assembly may present a proposal for amendment by petition to the Chair of the Assembly.

### **SECTION 2. CONSIDERATION**

#### **A. Discussion**

A proposed amendment will be placed on the Faculty Assembly agenda for discussion. A motion to send the proposed amendment to a ballot shall be in order after the call for the question, but before a vote is taken. The motion to send to a ballot shall be adopted providing one-third of the members present, or ten members, whichever is greater, favor such a motion.

#### **B. Summary**

The Chair shall appoint two members to prepare a summary of the arguments, pro

and con, to accompany the ballot.

### **SECTION 3. ADOPTION**

#### **A. Ballots**

Voting shall be by ballot, paper or electronic, which shall be distributed by the Secretary of the Assembly to the Voting Members no later than two weeks after the discussion.

#### **B. Tellers**

A teller committee appointed by the Chair of the Faculty Assembly shall count ballots or verify the electronic ballots no later than two days after distribution.

#### **C. Vote Required**

Amendments to the Bylaws shall become effective immediately after approval by a three-fifths majority of those who return valid ballots provided at least 40 percent of the voting members have returned valid ballots.

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<sup>1</sup>

This follows FAU's current University Faculty Senate Constitution and Bylaws.

8/22/07 – Adopted

11/10/09 - Amended