

**CASE WESTERN RESERVE UNIVERSITY**  
**BYLAWS OF THE UNIVERSITY UNDERGRADUATE FACULTY**

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# BYLAWS OF THE UNIVERSITY UNDERGRADUATE FACULTY

## PREAMBLE

### **University Undergraduate Faculty Mission Statement:**

The University Undergraduate Faculty (UUF) fosters a single community for CWRU undergraduates through cooperation and interaction among the faculties of various schools and departments with undergraduate programs. As UUF faculty, we will strive to ensure that all undergraduates have common expectations for scholarship and standards of behavior. While allowing for flexibility, we will ensure that equivalent academic and extracurricular opportunities are provided for all undergraduates.

We will initiate and review proposed policies that affect the undergraduate community by participating in UUF General Faculty Assemblies and serving on UUF committees. We will seek out the views of students and staff on such policies where appropriate, through reports from representatives to UUF committees and through dialogue in open forums. In accordance with the University Constitution, we will recommend to the Faculty Senate "standards of admission for students, academic requirements for students, curricula and content of existing degree programs, standards and facilities for research and scholarship, new degrees and the discontinuance of existing degrees."

Above all, we will work together to build a common community for undergraduates and the faculty and staff who teach and advise them, and to ensure a high quality of life and learning for undergraduate students at CWRU.

These *Bylaws of the University Undergraduate Faculty of Case Western Reserve University* are established in compliance with Article VII, Sec. D, Par. 2, of the *Constitution of the University Faculty*. They define the structure and procedures of governance of the *University Undergraduate Faculty* in the performance of its duties.

## A R T I C L E I

### MEMBERSHIP OF THE UNIVERSITY UNDERGRADUATE FACULTY

#### SECTION I-A. REGULAR MEMBERS.

All persons holding full-time academic appointments with the title of Professor, Associate Professor, Assistant Professor, Senior Instructor, and Instructor in the constituent faculties of Arts and Sciences, Engineering, Management, and Nursing; in the departments or programs in the constituent faculty of Medicine that offer undergraduate majors; and in the Department of Physical Education and Athletics shall be regular members of the University Undergraduate Faculty. Visiting and part-time faculty members in the faculties, departments, and programs listed above shall be associate members of the University Undergraduate Faculty without voting privilege. *Emeriti* faculty shall also be associate members of the University Undergraduate Faculty without voting privilege. Any person holding a joint appointment as between one of the above faculties and another constituent faculty of the University shall be a member of the University Undergraduate Faculty if the primary appointment is in one of the above faculties. By September 1 of each year, the Dean of each constituent faculty shall furnish to the Secretary of the University Undergraduate Faculty a list of all members of the University Undergraduate Faculty from that constituent faculty who hold full-time academic appointments at each of the above ranks.

SECTION 1-B. *Ex Officiis* MEMBERS.

The President of the University or a deputy designated by the President, the Provost, the Deans of the constituent faculties from which regular members of the University Undergraduate Faculty are selected, and the Dean of Undergraduate Studies shall be voting members of the University Undergraduate Faculty, *ex officii*.

ARTICLE II  
RESPONSIBILITY OF THE UNIVERSITY UNDERGRADUATE FACULTY

The University Undergraduate Faculty is responsible for matters involving the essential interdependence of the students, instructional staff, and academic programs as among the constituent Faculties represented in the University Undergraduate Faculty. As provided in the Constitution of the University Faculty, Article VII, Sec. D, Par. 1, the constituent Faculties acting through University Undergraduate Faculty are responsible in regard to undergraduate education for recommending to the Faculty Senate standards of admission for students, academic requirements for students, curricula and content of existing degree programs, standards and facilities for research and scholarship, new degrees, and the discontinuance of existing degrees.

ARTICLE III  
OFFICERS OF THE UNIVERSITY UNDERGRADUATE FACULTY

SECTION III-A. CHAIR OF THE UNIVERSITY UNDERGRADUATE FACULTY.

The President of the University shall be the Chair of the University Undergraduate Faculty, *ex officio*.

SECTION III-B. VICE-CHAIR OF THE UNIVERSITY UNDERGRADUATE FACULTY.

The Chair of the Executive Committee of the University Undergraduate Faculty shall be Vice-Chair of the University Undergraduate Faculty, *ex officio*. The election and responsibilities of the Chair of the Executive Committee shall be as provided in Article V, Sec. V-B, Par. 4 and Par. 5.

SECTION III-C. SECRETARY OF THE UNIVERSITY UNDERGRADUATE FACULTY.

The election and responsibilities of the Secretary shall be as provided in Article V, Sec. V-B, Par. 4 and Par. 7. In addition to the responsibilities specified in Article, V, the Secretary shall be responsible for notification of meetings and distribution of agenda as provided in Article IV, Sec. IV-D, for preparing and keeping the minutes of all meetings of the University Undergraduate Faculty, and for punctual distribution subsequent to each meeting of copies of the minutes to all members of the University Undergraduate Faculty, subject to the provisions of Article IV, Sec. IV-K. The Secretary of the University Undergraduate Faculty, *ex officio*, shall be the Secretary of the Executive Committee of the University Undergraduate Faculty.

SECTION III-D. PARLIAMENTARIAN OF THE UNIVERSITY UNDERGRADUATE FACULTY.

Upon assuming office, the Chair of the Executive Committee shall appoint a Parliamentarian. The Parliamentarian shall advise as to rules of order in accordance with the latest edition of *Robert's Rules of Order, Newly Revised*, as provided in Article IV, Sec. IV-E.

ARTICLE IV  
MEETINGS

SECTION IV-A. REGULAR MEETINGS.

The University Undergraduate Faculty shall hold at least two meetings during the academic year. The dates of the regular meetings shall be determined by the Executive Committee. The first meeting, referred to as the Annual Meeting, shall be in September.

SECTION IV-B. SPECIAL MEETINGS.

Special meetings of the University Undergraduate Faculty may be called by the President, by the Provost, by the Chair of the Executive Committee, by majority vote of the Executive Committee, or upon written petition, which states the purpose of the proposed meeting and is signed by not less than ten percent of the membership of the University Undergraduate Faculty. Such a petition shall be delivered to the Secretary who shall certify it to the Chair of the Executive Committee. The Executive Committee shall specify a meeting date upon receiving the petition, such meetings to take place not more than thirty calendar days after receipt of the petition.

SECTION IV-C. EMERGENCY MEETINGS.

An emergency meeting of the University Undergraduate Faculty may be called by the President, by the Provost, by the Chair of the Executive Committee, or by majority vote of the Executive Committee.

SECTION IV-D. NOTIFICATION AND AGENDA.

IV-D: Par. 1. *Notification.* The Secretary, at the request of the Chair of the University Undergraduate Faculty shall notify each member of the University Undergraduate Faculty and those non-members who have the privilege of attending at least seven days before each regular and special meeting. Such notification shall be in writing, shall specify the time and place of the meeting, and shall include the agenda.

IV-D: Par. 2. *Emergency Meeting Notification.* Notification of each emergency meeting shall be directed to each member of the University Undergraduate Faculty at least two days in advance of the meeting. Such notification shall be in writing, shall specify the time and place of the meeting, and shall include the agenda.

SECTION IV-E. PRESIDING OFFICERS AND RULES OF ORDER.

The President, or in the absence of the President, the Provost, or in the absence of the Provost, the Chair of the Executive Committee, or in their absence, a member of the Executive Committee designated by the Executive Committee, shall preside at all meetings of the University Undergraduate Faculty. All meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order, Newly Revised*, excepting as otherwise specified in these *Bylaws*.

SECTION IV-F. ORDER OF BUSINESS: REGULAR AND SPECIAL MEETINGS.

The order of business at all regular meetings of the University Undergraduate Faculty shall be as follows:

- (1) Reading, correction if necessary, and adoption of the minutes of the previous regular meeting and special meetings.
- (2) Resolutions *in memoriam*.

- (3) Introduction of new members of the University Undergraduate Faculty.
- (4) Announcements.
- (5) Report of the Executive Committee.
- (6) Reports of the other standing committees.
- (7) Reports of special committees.
- (8) Consideration of unfinished business.
- (9) Consideration of new business.

The Executive Committee of the University Undergraduate Faculty shall set the agenda for special meetings of the University Undergraduate Faculty.

At the Annual Meeting the first item of business shall be an Annual Report by the Provost on the state of undergraduate education in the University.

#### SECTION IV-G. INTRODUCTION OF A MOTION WITH RESPECT TO NEW BUSINESS.

IV-G: Par. 1. *Inclusion in the Agenda.* Any member of the University Undergraduate Faculty may introduce a motion with respect to new business at any regular or special meeting by placing a copy of such motion with the Secretary at least eleven days before the meeting for inclusion in the agenda. Such inclusion shall require approval by the Executive Committee.

IV-G: Par. 2. *Non-Inclusion in the Agenda.* At any regular or special meeting, any member of the University Undergraduate Faculty may introduce a motion with respect to new business which has not been included in the agenda. Such a motion must be presented in writing to the Secretary at the time it is introduced from the floor.

#### SECTION IV-H. ORDER OF BUSINESS: EMERGENCY MEETINGS.

The order of business at any emergency meeting shall be only the consideration of the matter or matters for which the meeting shall have been called.

#### SECTION IV-I. FORM OF SUBMISSION OF COMMITTEE REPORTS AND OF MOTIONS.

The agenda of each meeting of the University Undergraduate Faculty shall include a listing by subject of all committee reports and recommendations to be submitted at that meeting, and copies of such reports and recommendations shall be made available for examination by all members of the University Undergraduate Faculty through the departmental chairs' offices. All motions introduced at all meetings, in addition to amendments thereto, shall be reduced to writing before a vote is taken.

#### SECTION IV-J. PROCEDURE OF VOTING.

Voting at all meetings of the University Undergraduate Faculty shall be by voice, by a show of hands, by division of the assembly, or by secret ballot.

#### SECTION IV-K. MINUTES.

The Secretary shall be responsible for preparing and keeping the minutes of each meeting. The Secretary shall submit a draft of the minutes to the Provost and the Chair of the Executive Committee for review, and, within three weeks following the meeting, shall distribute a copy, with such comments as they may append, to each member of the University Undergraduate Faculty and to non-members who have attended.

## SECTION IV-L. PRIVILEGE OF ATTENDANCE

Any member of a constituted committee of the University Undergraduate Faculty shall have the right of attendance at any meeting of the University Undergraduate Faculty.

## ARTICLE V COMMITTEES

### SECTION V-A. APPOINTMENTS TO COMMITTEES

New members of the Executive Committee and the Committee on Curriculum shall be appointed during the Spring Semester according to the provisions of Article V, Sec. V-B, Par. 2 and Sec. V-C, Par. 2, respectively. They shall take office following the Spring Commencement. Committees appointed by the Executive Committee shall be filled by the Executive Committee after the Spring Commencement with the new committee members taking office July 1. Staggered terms for all regular University Undergraduate Faculty members of the standing committees are mandatory with one third of the committee membership changing per year.

### SECTION V-B. EXECUTIVE COMMITTEE.

V-B: Par. 1. *Membership.* Membership shall reflect the composition of the University Undergraduate Faculty in order to facilitate communication among the various faculties which comprise the University Undergraduate Faculty. The Executive Committee shall have the following members:

- College of Arts & Sciences - 3 members
- Case School of Engineering - 2 members
- Weatherhead School of Management - 1 members
- School of Medicine - 1 member
- Frances Payne Bolton School of Nursing - 1 member
- Chair of the College of Arts and Sciences Executive Committee, *ex officio*
- Chair of the Case School of Engineering Executive Committee, *ex officio*
- Convener of the Weatherhead School of Management Undergraduate and Integrated Study Executive Committee, *ex officio*
- Director of the B.S.N. Program of the Frances Payne Bolton School of Nursing, *ex officio*
- President of the University, *ex officio*
- Provost, *ex officio*
- Dean of Undergraduate Studies, *ex officio*
- Faculty Senate Representative, *ex officio*
- Undergraduate students - 3 members

V-B; Par. 2. *Selection and Representation.* The members of the University Undergraduate Faculty Executive Committee shall be chosen by the members of the respective constituent faculties. The Faculty Senator shall be chosen by the Executive Committee of the University Undergraduate Faculty from among the second year senators of the regular faculty on a rotating basis. The Dean of Undergraduate Studies shall designate the student organization or group to select each of the undergraduate student representatives and the method of selection.

V-B: Par. 3. *Terms of Membership on the Executive Committee.* Except for members *ex officio*, the term of membership on the Executive Committee of a regular member of the University Undergraduate Faculty shall be three years. The Faculty Senate Representative shall serve a one year term. The term of a student

representative shall be one year. Students may be successively re-designated as representatives for the duration of their status as a student in good standing in the constituency they represent.

V-B: Par. 4. *Officers of the Executive Committee and Their Selection.* The officers of the Executive Committee shall be three in number: (1) the Chair, (2) the Vice-Chair, and (3) the Secretary. Each of these three officers shall be a regular member of the University Undergraduate Faculty on the Executive Committee and shall be elected to office by the regular members meeting in executive session. The term of office for each officer shall be one year.

V-B: Par. 5. *Responsibilities of the Chair of the Executive Committee.* As provided in Article 111, Sec. III-B, of these *Bylaws*, the Chair of the Executive Committee shall be the Vice-Chair of the University Undergraduate Faculty, *ex officio*, and shall preside at meetings of the Executive Committee and in the absence of the President and the Provost at meetings of the University Undergraduate Faculty. The Chair of the Executive Committee shall serve as spokesperson for the Executive Committee and shall report at all regular and special meetings of the University Undergraduate Faculty all actions and recommendations of the Executive Committee.

V-B: Par. 6. *Responsibilities of the Vice-Chair of the Executive Committee.* In the absence of the Chair of the Executive Committee, the Vice-Chair shall preside at meetings of the Executive Committee.

V-B: Par. 7. *Responsibilities of the Secretary.* As provided in Article III, Sec. III-C, of these *Bylaws*, the Secretary of the Executive Committee shall be the Secretary of the University Undergraduate Faculty, *ex officio*. In addition to the responsibilities specified in Article III, Sec. III-C, the Secretary shall be responsible for preparing and keeping the minutes of all meetings of the Executive Committee and for distributing copies to all committee members within one week following each meeting.

V-B: Par. 8. *Responsibilities of the Executive Committee.* The responsibilities of the Executive Committee shall be as follows:

a. *Planning.* The Executive Committee shall determine immediate and long range matters that demand faculty study and action, transmit such matters to the faculty after due consideration by appropriate committees, and provide for full faculty debate of proposals requiring faculty action.

b. *Consultative and Advisory.* The Executive Committee shall consult with the President or the Provost on such matters as either may bring before it and shall advise the Provost in the selection of officers of academic administration in the jurisdiction of the University Undergraduate Faculty whose positions carry responsibilities extending beyond a single constituent faculty.

c. *Evaluation of Programs.* The Executive Committee shall provide each year to the Provost reports of the institutional impact of and recommendations for specific programs as identified by the Executive Committee or Provost

d. *Administration of the Affairs of the University Undergraduate Faculty.* The Executive Committee shall determine the dates and specify the agenda of all regular and special meetings of the University Undergraduate Faculty, subject to the provisions of Article IV, of these *Bylaws*. It shall be empowered to act for the University Undergraduate Faculty between meetings on matters requiring emergency action and shall report all such actions at the next regular or special meeting of the University Undergraduate Faculty.

e. *Appointive Jurisdiction.* The Executive Committee shall appoint members to the Committee on Academic Standing as provided in Sec. V-D, Par. 1 of this article; to the Committee on Undergraduate

Admission, Sec. V-E, Par. 1 of this article; to the Committee on Student Life, Services, and Environment, Sec. V-F, Par. 2 and Par. 4 of this article; and Committee on Academic Computing and Information Resources Sec. V-G, Par. 2 of this article.

f. Review and Transmittal of Reports of the Committee on Curriculum. The Executive Committee shall receive and review all reports and recommendations of the Committee on Curriculum and shall decide whether each recommendation is substantive or routine. In the case of substantive recommendations, the Executive Committee, guided by the provisions of the Constitution of the University Faculty, shall decide whether to transmit the recommendation directly to the Faculty Senate, to return the recommendation to the Curriculum Committee with a request for reconsideration or consultation, or to ask for consideration by the University Undergraduate Faculty. If the Executive Committee determines that a substantive report requires consideration by the University Undergraduate Faculty, it shall present the report to the next scheduled meeting of the University Undergraduate Faculty unless it determines that a special meeting shall be called. At least once each semester, the Executive Committee shall present a digest of those recommendations, which are determined to be routine as a single resolution to the Faculty Senate for its approval. In the event that a proposed curriculum change is not supported by the Executive Committee, a majority vote of the constituent faculty may forward the proposal to the next UUF general meeting.

g. Review and Transmittal of Reports of Other Standing Committees. The Executive Committee shall receive and review all reports and recommendations of all other standing committees of the University Undergraduate Faculty and, where appropriate, transmit such reports and recommendations to the University Undergraduate Faculty with such commentary as it may choose to append. If the Executive Committee determines that a report or recommendation from any of its committees regarding the actions of any constituent faculty requires consideration by the University Undergraduate Faculty, the Executive Committee shall present the report to the next scheduled meeting of the University Undergraduate Faculty unless it determines that a special meeting shall be called:

#### SECTION V-C. COMMITTEE ON CURRICULUM.

V-C: Par. 1. *Membership.* Membership shall reflect the composition of the University Undergraduate Faculty. The membership of the Committee on Curriculum shall be as follows:

- College of Arts & Sciences - 3 members
- Case School of Engineering - 2 members
- Weatherhead School of Management - 1 member
- School of Medicine - 1 member
- Frances Payne Bolton School of Nursing - 1 member
- Chair of the College of Arts and Sciences Committee on Educational Programs, *ex officio*
- Chair of the Case School of Engineering Committee on Undergraduate Studies, *ex officio*
- Convener of the Weatherhead School of Management Undergraduate and Integrated Study Curriculum Committee, *ex officio*
- Director of the B.S.N. Program of the Frances Payne Bolton School of Nursing, *ex officio*
- Provost, *ex officio*
- Dean of Undergraduate Studies, *ex officio*
- Undergraduate students - 3 members

V-C: Par. 2. *Selection and Representation.* The members of the Committee on Curriculum shall be chosen by the members of the committees of the respective constituent faculties which are responsible for undergraduate curriculum. The Dean of Undergraduate Studies shall designate the student organization or group to select each of the undergraduate student representatives and the method of selection.

V-C: Par. 3. *Terms of Membership.* Except for members *ex officio*, the term of membership on the Committee on Curriculum of a regular member of the University Undergraduate Faculty shall be three years. In the case of the Chair of a constituent faculty committee the term shall be one year. The term of a student representative shall be one year. Student representatives shall be eligible to serve for successive years for the duration of their status as a student in good standing in the constituency they represent.

V-C: Par. 4. *Selection and Responsibilities of the Chair of the Committee.* The Chair of the Committee shall be one of the regular members of the University Undergraduate Faculty serving on the Committee on Curriculum. The Chair shall be elected by the regular members of the University Undergraduate Faculty serving on the Committee on Curriculum. The Chair shall serve for a term of one year. The Chair shall preside at all meetings of the Committee, and shall prepare and transmit all committee reports and recommendations to the Executive Committee.

V-C: Par. 5. *Secretary.* The Secretary of the Committee shall be one of the regular members of the University Undergraduate Faculty serving on the Committee on Curriculum. The Secretary shall be elected by the regular members of the University Undergraduate Faculty serving on the Committee on Curriculum, and shall serve for a term of one year. The Secretary shall be responsible for minutes and for notifying members of meetings and their agenda.

V-C: Par. 6. *Responsibilities of the Committee on Curriculum.* The Committee on Curriculum of the University Undergraduate Faculty shall hold regularly scheduled meetings. The Committee has responsibility for coordinating the curricular aspects of undergraduate education; and for study, evaluation, and articulation of general policies regarding undergraduate curricular affairs. The Committee on Curriculum shall have substantial powers of consultation and communication with the constituent faculties, the Faculty Senate, and the Provost, while the constituent faculties retain the responsibility and authority for their own curricular programs. The Committee shall alert constituent faculties when their programs may be affected by changes in course offerings or in requirements proposed by another constituent faculty.

a. The Committee shall evaluate and recommend to the UUF Executive Committee for the following areas:

- (1) New courses, deletion of courses, or modification of courses within a school or college, potential duplications in course offerings, and cross-listing of courses;
- (2) Changes in total numbers of hours within a major;
- (3) Courses taught by faculty from more than one school or college;
- (4) General Education Requirements, specifically including formal core requirements of any type;
- (5) Courses taught by one constituent faculty primarily for the benefit of a second faculty, and courses which are required elements of a curriculum administered by another constituent faculty, including changes both in course offerings and course populations;
- (6) New majors, or programs of study which include courses given by a second faculty; changes in such majors or programs of study;

The Committee shall report all actions in areas (2), (3), (4), (5) and (6) to the UUF Executive Committee. When deemed appropriate, the Committee may recommend further discussion by the UUF Executive Committee and/or the full University Undergraduate Faculty prior to advising or recommending to the Provost.

b. The Committee on Curriculum may, if appropriate, ask the Dean(s) of the respective faculty(ies) to determine if the necessary resources are in place to allow the proposed curriculum change.

V-C: Par. 7. *Procedures*. In matters of Sec. V-C Par. 6 originating from the constituent faculties, the Committee on Curriculum shall consider in a timely fashion all business brought before it. The Committee may twice return curriculum proposals to the originating entity with an appended explanation. If that body wishes to pursue the curriculum proposal following the second return, the following actions must be taken:

- a. A meeting of the originating faculty must be called to consider the proposed curriculum change. At this meeting, time must be set aside so that the Chair of the Committee on Curriculum of the University Undergraduate Faculty can express the objections of the Committee to the proposal.
- b. A majority vote of the originating faculty must be obtained to forward the curriculum proposal to the UUF Executive Committee for its consideration. In that case, the UUF shall treat the proposal as a substantive proposal in accordance with V-B, subsection f.

In matters of Sec. V-C, Par. 6 originating from the Committee on Curriculum, the Committee shall forward any curriculum proposals to the constituent faculty curriculum committees for evaluation, comment, and approval as necessary.

#### SECTION V-D. COMMITTEE ON ACADEMIC STANDING.

V-D: Par. 1. *Membership*. The Committee on Academic Standing shall have the following members: the Provost, *ex officio*; the Dean of Undergraduate Studies, *ex officio*; and six regular members of the University Undergraduate Faculty divided equitably among the constituent faculties. University Undergraduate Faculty members are to be chosen by the Executive Committee in consultation with the Dean of Undergraduate Studies for terms of three years.

V-D: Par. 2. *Chair and Secretary*. The Dean of Undergraduate Studies shall serve as Chair and Secretary of the Committee on Academic Standing.

V-D: Par. 3. *Responsibilities of the Committee on Academic Standing*. The responsibilities of the Committee on Academic Standing are as follows:

- a. The Committee shall review and recommend as to standards of student academic achievement, including, but not limited to, structure and composition of the grading system, standards for advanced placement, proficiency examinations, and standards for student honors, probation, and suspension.
- b. The Committee shall be responsible for overseeing the application of the academic rules with respect to probation, separation and readmission. No student shall be separated for academic reasons or readmitted after separation except by action, following a review of his/her record, by this Committee.
- c. Following consultation with the head of the appropriate department, division, or school or his/her designated representative, the Committee shall have the power to act on all student petitions referred to it that are concerned with exceptions to the rules of established undergraduate programs of study.

#### SECTION V-E. COMMITTEE ON UNDERGRADUATE ADMISSION.

V-E: Par. 1. *Membership*. The Committee on Undergraduate Admission shall have the following membership: twelve regular members of the University Undergraduate Faculty divided equitably among the constituent faculties; the Provost, *ex officio*; the Dean of Undergraduate Admission, *ex officio*; the Undergraduate Studies officer for Freshmen; and two undergraduate students with junior or senior standing. University Undergraduate Faculty members are to be chosen by the Executive Committee for terms of three years. The Dean of

Undergraduate Admission shall designate the student organization or group to select each of the undergraduate student representatives and the method of selection. Students shall serve one-year terms.

V-E: Par. 2. *Chair of the Committee.* The Chair of the Committee on Undergraduate Admission is to be elected by majority vote of the University Undergraduate Faculty members serving on the committee and shall serve a term of one year.

V-E: Par. 3. *Secretary.* The Dean of Undergraduate Admission shall serve as Secretary.

V-E: Par. 4. *Responsibilities of the Committee on Undergraduate Admission.* The responsibilities of the Committee on Undergraduate Admission are as follows:

a. The Committee on Undergraduate Admission shall meet regularly to review and recommend as to procedures for recruiting applicants for entering the University as undergraduate students.

b. The Committee shall make recommendations on policies regulating undergraduate financial aid.

c. The Committee shall make recommendations on the standards for undergraduate admission to the University.

d. The Committee shall form Subcommittees on Applications comprised of Committee Members and Admission Officers to review applications and to make decisions on those applications.

e. The Committee shall review and make recommendations on the policies and practices affecting transfer students and those in the Binary Program.

#### SECTION V-F. COMMITTEE ON STUDENT LIFE, SERVICES, AND ENVIRONMENT.

V-F: Par. 1. *Membership.* The Committee on Student Life, Services, and Environment shall have the following membership: the Provost, *ex officio*; the Vice President for Student Affairs or officer of equivalent jurisdiction, *ex officio*; the Dean of Undergraduate Studies, *ex officio*; the Director of Athletics, *ex officio*; six voting members of the University Undergraduate Faculty; four undergraduate students; and one graduate student from a degree program in one of the constituent faculties.

V-F: Par. 2. *Selection and Representation.* The six voting members of the University Undergraduate Faculty shall be appointed by the Executive Committee. The Vice President for Student Affairs, or officer of equivalent jurisdiction, shall designate the student organization or group to select the student members and the method of selection. Each of the following groups shall have one student member: (a) North Campus residents, (b) South Campus residents, (c) Greek Letter societies, and (d) commuting students. The graduate student member shall be selected by the Graduate Student Senate.

V-F: Par. 3. *Terms of Membership.* The term of membership on the Committee on Student Life, Services, and Environment of each of the six voting members of the University Undergraduate Faculty shall be three years to be served in rotation, the initial terms to be determined by lot for periods of one, two, and three years respectively. A member of the University Undergraduate Faculty may not serve two immediately successive terms on the Committee, but, following a lapse of one year after the end of his/her term, he/she may again be appointed to Committee membership. The term of membership of a student member shall be one year. Student representatives shall be eligible to serve for successive years for the duration of their status as a student in good standing in the constituency they represent.

V-F: Par. 4. *Chair of the Committee.* The Executive Committee shall designate one of the six members of the University Undergraduate Faculty named for membership on the Committee on Student Life, Services, and Environment as Chair of the latter committee. The Chair shall serve for the duration of his/her membership on the Committee. He/She shall preside at all meetings of the Committee and shall transmit all reports and recommendations of the Committee to the Executive Committee.

V-F: Par. 5. *Secretary.* The Vice President for Student Affairs shall serve as Secretary.

V-F: Par. 6. *Responsibilities of the Committee.* The responsibilities of the Committee on Student Life, Services, and Environment shall be as follows:

- a. The Committee shall review and recommend with regard to resources for physical and mental health as well as personal counseling and academic support services for students.
- b. The Committee shall review and recommend with regard to all extracurricular facilities and activities of the University, including intramural and intercollegiate athletic programs, with a view to enlarging student participation and to promoting the educational and personal values to the students of such activities.
- c. The Committee shall review and recommend as to policies and practices of the University (including, but not limited to, student residential housing) for fostering effective study, enhancing cultural interests, assuring physical safety, and contributing to the social enrichment of student life.
- d. The Committee shall monitor and evaluate the campus food service and solicit student evaluation as to quality, price, service, facilities, and environment.
- e. The Committee shall review and recommend as to judicial procedures affecting students and shall monitor the conduct of such procedures.
- f. The Committee shall review and make recommendations on the policies and practices of the advisory services provided by the Career Center.
- g. The Committee shall review and make recommendations on the policies and practices of the services; e.g., tutoring, provided by Educational Support Services .

#### SECTION V-G. COMMITTEE ON ACADEMIC COMPUTING AND INFORMATION RESOURCES

V-G: Par. 1. *Membership.* The Committee on Academic Computing and Information Resources shall have the following membership: the Provost, *ex officio*; the Vice President for Information Services, *ex officio*; the Director of the University Library, *ex officio*; six voting members of the University Undergraduate Faculty; and one undergraduate student member; and one graduate student from a degree program in one of the constituent faculties.

V-G: Par. 2. *Selection and Representation.* The six voting members of the University Undergraduate Faculty shall be appointed by the Executive Committee. There shall be no mandate as to representation within the University Undergraduate Faculty. Faculty representation on the Committee shall be filled as necessary by requesting from the constituent faculty Deans a list of qualified faculty nominees. The Vice President for Student Affairs, or officer of equivalent jurisdiction, shall designate the student organization or group to select the student members and the method of selection. The graduate student member shall be selected by the Graduate Student Senate.

V-G: Par. 3. *Terms of Membership.* Faculty representatives shall serve three year terms on the Committee. The undergraduate and graduate student representatives shall serve one year terms. The student representatives shall be eligible to serve for successive years for the duration of their status as a student in good standing in the constituency they represent.

V-G: Par. 4. *Chair of the Committee.* The Chair of the Committee on Academic Computing and Information Resources shall be elected by majority vote of the members of the University Undergraduate Faculty serving on the Committee. The Chair shall serve a term of one year.

V-G. Par. 5. *Secretary.* A Secretary shall be selected from among members of the Committee.

V-G: Par. 6. *Responsibilities of the Committee.* The Committee on Academic Computing and Information Resources shall review and recommend policy for computer usage. The committee shall review and recommend in matters related to the University Undergraduate Educational Access Policy. The committee shall be the primary input point for the University Undergraduate Faculty in matters of the Electronic Learning Environment including CWRUnet policy and implementation. The committee shall consider relevant matters of research computing.

V-G: Par. 7. *Reporting.* As the Committee shall be the primary input point for faculty and student concerns in regard to computer usage, an effective mechanism for information transfer is necessary. The Committee shall maintain a electronic mail service to receive and respond to faculty and student concerns. The maintenance of this service shall be the responsibility of the Secretary of the Committee. The Committee shall hold a minimum of one open University meeting per year to report on the status of the University Undergraduate Educational Access Policy, current concerns of the Committee, and to receive direct input from faculty and students.

#### SECTION V-H. *AD HOC* SUBCOMMITTEES.

Any standing committee of the University Undergraduate Faculty may establish and discharge *ad hoc* subcommittees at its discretion. Membership on such a subcommittee need not be confined to membership on the parent committee nor to membership on the University Undergraduate Faculty. The parent committee shall provide each such *ad hoc* subcommittee with a specific charge stated in writing, and the *ad hoc* subcommittee shall confine itself to the fulfillment of this charge unless otherwise authorized in writing by the parent committee. The maximum term of any such *ad hoc* subcommittee shall be twelve months, subject to extension at the discretion of the parent committee.

#### ARTICLE VI AMENDMENT

A proposal for amendment of these *Bylaws* may be initiated by any member of the University Undergraduate Faculty in the form of a motion at any regular or special meeting, subject to the provisions of Article IV, Sec. IV-G, of these *Bylaws*, such motion to be for referral to the Executive Committee. Should the University Undergraduate Faculty adopt such motion for referral, the Executive Committee shall report to the University Undergraduate Faculty at the next regular meeting, subject to the provisions as to notification and agenda of Article IV, Sec. IV-D, of these *Bylaws*. Action of the University Undergraduate Faculty as to adoption of such proposed amendment shall require a two-thirds majority vote of the voting members present. Following adoption, the amendment shall be in force upon ratification by the Faculty Senate.

Approved by Executive Committee of the General Faculty on March 10, 1993.  
Amended and Approved by the General Faculty on April 22, 1993  
Approved by the Faculty Senate on May 4, 1993

Amended and Approved by the UUF General Faculty on October 7, 1999 and April 27, 2000  
Approved by the Faculty Senate on December 14, 2000  
Approved by the UUF General Faculty on May 5, 2005  
Approved by the Faculty Senate on October 31, 2006