Constitution of the College of Applied Science & Technology

Revised May 2020

Article I: Responsibilities

A. The faculty has oversight responsibilities in all areas that affect academic instruction and fundamental responsibilities in the areas of academic personnel policy; instruction and curriculum policy; research policy; student affairs policy; and ethics policy. The faculty also provides advice on budget and university support and acts on such other matters affecting the welfare of the College of Applied Science and Technology (CAST) as are brought for consideration in accordance with university policy.

B. For purposes of University governance, the Faculty shall exercise its authority through the Faculty Forum. The General College Faculty shall retain appellate power over all official acts of the Faculty Forum as provided in the Bylaws.

Article II: Members

A. The College of Applied Science and Technology Faculty include all those who teach for the College of Applied Science and Technology, including General College Faculty Members.
B. General College Faculty Members include:

1. Individuals holding more than half-time appointments in teaching, research and/or service including faculty members who hold tenured, tenure-eligible appointments, and career-track appointments, academic professionals holding continuing and continuing-eligible appointments, and lecturers and senior lecturers.

2. Such persons in category (1) who have earned Emeritus status.

C. Members of the Faculty Forum include:

1. Voting Members:
   a. All General College Faculty Members as defined in Article II, Section B.

   b. Those individuals who are specially elected by the Faculty Forum to voting membership.

2. Non-voting Members:
   a. Certain non-voting ex-officio members: namely, the President of the University, the Provost, and the Dean of the College of Applied Science and Technology.

   b. Those individuals who are specially elected by the Faculty Forum to non-voting membership.

D. No candidate for a degree at the College of Applied Science and Technology shall be a member of the Faculty Forum unless specially approved by the Faculty Forum.

E. Members of the General College Faculty are eligible to vote in matters of faculty governance and to hold offices and to serve on committees established in accordance with this constitution.

ARTICLE III: Officers

A. The officers of the Faculty Forum shall consist of the President-Elect, President, and the Past President of the Faculty Forum.

B. The President of the Faculty Forum shall:

1. Represent faculty positions and represent faculty interests before public and University bodies including the University administration, alumni, Arizona
2. Preside over meetings of the Faculty Forum.

3. Serve as President for a term of one year following the year after serving as President-Elect, beginning June 1 and ending May 31.

4. Perform other duties as outlined in the Bylaws of the Faculty of the College of Applied Science and Technology.

C. The President-Elect of the Faculty shall:

1. Oversee the creation of the Minutes of the Faculty Forum meetings (with the assistance of faculty and administrative support), pre-approve the minutes for accuracy, and send them on to all members of the Faculty Forum for their consideration.

2. Perform any other duties as delegated by the President.

3. Be elected by the General College Faculty in May for a term of one year beginning June 1 and ending May 31.

4. Have served at least four years in the General College Faculty or have been granted tenure by the College before taking office as President-Elect.

5. Be ineligible for service in any other elected faculty post during the year of service as President-Elect.

6. Commit to serving as President of the Faculty Forum, Past-President of the Faculty Forum.

7. Perform other duties as outlined by the President or in the Bylaws of the Faculty of the College of Applied Science and Technology.

D. The Past-President of the Faculty Forum shall:

1. Succeed to the office of Past-President two years after having been elected to serve as President-Elect of the Faculty Forum.

2. Serve as Past-President for a term of one year, beginning on June 1 and ending on May 31.

3. Be eligible to serve concurrently in any elected Faculty Forum office except that of President-Elect. The Past-President may be re-elected to the office of President-Elect of the Faculty Forum for service during the year following the
E. Resignation, absence, or incapacity of Faculty Forum officers

1. In the event of a temporary absence or incapacity of the President of the Faculty Forum, his or her duties shall be exercised by the President-Elect of the Faculty Forum.

2. If the elected president becomes unable to serve their term prior to the academic year's beginning, the president-elect will become president and a special election will be held for their replacement.

3. In the event of a permanent vacancy in the office of Past-President, the President-Elect will take over the formal duties of the Past-President until the end of the current term.

4. In the event a Faculty Forum officer accepts a college administrative position at the University (e.g., Dean, Associate Dean, Department Head, et. al.), they shall resign from their CAST Faculty Officer position. Their replacement shall be selected via the approved Forum elections process.

ARTICLE IV: Meetings

A. Regular meetings of the Faculty Forum shall be held every month during the academic year as specified in the Bylaws.

B. Special meetings, limited to the purpose(s) stated in the call, shall be held:

1. On the call of the President of the Faculty Forum.

2. On written petition from members of the Faculty, as specified by the Bylaws.

C. The Faculty Forum may hold closed sessions as defined in the bylaws that are closed to the public and ex-officio members.

D. Fifty percent (50%) of the voting members of the Faculty Forum shall constitute a quorum.

E. The President of the Faculty Forum shall decide on the method of voting; however, a secret ballot shall be ordered upon the request of any member.

ARTICLE V: Faculty Standing Committees

A. The Faculty Forum shall establish such standing committees and such ad hoc committees as may be required.
B. The permanent standing committees of the Faculty are the Personnel Committee, the Curriculum Committee, the Technology Committee, and the Committee on Conciliation and Grievance.

C. The Personnel Committee shall:
Deal with all policies and processes as they affect academic personnel at the College of Applied Science and Technology. This charge includes, but is not limited to, such concerns as faculty recruitment and mentoring, membership in the Faculty Forum, ensuring teaching excellence, promotion and tenure and academic freedom.

D. The Curriculum Committee shall:
Within existing governance structures, review and make recommendations on proposals for curricular changes, development, transfers, deletions, including but not limited to individual courses, degree-granting programs, centers, institutes, and summer programs.

E. The Committee on Conciliation and Grievance shall:
Follow the rules from the Constitution of the General Faculty of the University of Arizona regarding Conciliation and Grievance.

F. The Technology Committee shall:
Initiate, promote, and stimulate study and action dealing with, and looking toward, the solution of situations and problems of interest and concern to the faculty and CAST related to the use of technology in any format.

ARTICLE VI: Parliamentary Authority

A. In all matters not provided for in the Bylaws of the Faculty of the College of Applied Science and Technology, the rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern.

ARTICLE VII: Amendments

A. Constitution:

1. Amendments to this Constitution may be proposed by the Faculty Forum or by petition to the President of the Faculty Forum signed by fifty percent (50%) of the General College Faculty.

2. The President of the Faculty Forum shall send copies of such proposals to all members of the faculty and shall convene a special meeting of the Faculty Forum to consider them not fewer than ten (10) class days after distribution. The proposed amendment(s) shall then be submitted for a recorded, auditable
vote to the General College Faculty.

3. A three-fourths majority of the General College Faculty is necessary for adoption.

4. Immediately upon adoption, the amendment shall be transmitted by the Forum President to the Vice Provost for Academic Affairs and shall take effect upon affirmation by that body.

B. Bylaws:

1. Amendments to the Bylaws may be proposed by the Faculty Forum or by petition to the President of the Faculty Forum signed by fifty percent (50%) of the General College Faculty.

2. The President of the Faculty Forum shall distribute copies of such proposals to all members of the General College Faculty. A vote shall be taken not fewer than ten (10) class days later.

3. A two-thirds majority of the General College Faculty is necessary for adoption.

4. Immediately upon adoption, the amendment shall be transmitted by the Forum President to the Vice Provost for Academic Affairs and shall take effect upon affirmation by that body.