

MANUAL OF POLICY AND PROCEDURE OF THE COLLEGE OF LIBERAL ARTS AND SCIENCES

The first edition of this Manual was adopted by the faculty on December 7, 1949, and approved by the President on February 11, 1950.

Subsequent editions appeared in 1960, 1969, 1983, 1986, 1998, 2001, 2002, 2004, 2006, 2007, 2008, 2009, 2017, 2019, 2020, 2021, and 2022.

1950	1- First Manual of Procedure for College of Liberal Arts
1960	2 nd Edition
1969	3 rd Edition
1983	4 th Edition
1986	5 th Edition – Addition of the Faculty Assembly
1998	<p>Full Revision Considered and approved February, 1998. Changes included:</p> <ul style="list-style-type: none"> - Revisions of the EPC charge - Added section on Search Committee for a Dean of the College - Revisions to the Appointed Committee section - Revisions to the Self Study Committee section - Additions to the Office of the Dean Section - Additions to the Subdivisions section - Deletion of Article regarding Disciplinary Procedures - Faculty Assembly (FA) Officer positions were created <p>Motion to have FA Chair be a member of EC (motion failed)</p>
2001	Amendments reflected new voting procedures for the Graduate Council and the development of a new standing committee on Faculty Teaching Awards.
2002	Amendments, included changes to the self study section.
2004	Amendments, changes to the EC membership criteria and members must have a 50% or more budgeted appointment in CLAS to be eligible to serve.
2006	Amendments that included the creation of the Faculty Assembly (FA) Agenda Planning Meeting; added Past Chair to FA Officers, added Chair of FA to meet with EC once a year, and added language regarding the expectation that FA representatives consult their colleagues on matters under consideration by the FA.
2007	Minor Edit to the Interdepartmental Studies committee duties
2008	<p>Full Revision Considered: Changes Included:</p> <ul style="list-style-type: none"> - Section 2, Voting Faculty, makes associate deans/associate provosts and other people holding administrative appointments (not including DEOs) ineligible to vote no matter the percentage of appointment. - Article II revised to comprise all elected and appointed CLAS governance bodies.

	<ul style="list-style-type: none"> - Section 10, Minutes and Reports, removes the requirement that elected committees report annually to the FA since minutes are now published online. - Section 11, Vacancies, adds a procedure for replacing elected members of the FA which had formerly been lacking. - Article III integrates information on elections formerly contained in two separate articles to create a unified election code. - Section 14, Faculty Voting and Nomination Eligibility, restricts membership on the elected committees to tenured faculty and clinical professors; restricts eligibility for CLAS seats on Graduate Council to tenured faculty. - Section 25, Duties of the Educational Policy Committee, reassigns the duties of CLAS Admissions Committee to EPC – deletes the Admissions Committee. - Section 26, General Education Curriculum Committee, changes membership to reflect the fact that CLAS electoral groups no longer are identified as disciplinary groupings. - Section 28, Named and Distinguished Professors Committee, add this committee (already existing) to the list of the College’s standing committees. - Section 30, Student Academic Standards Committee, combines the duties of two current committees and alters the committee’s membership. - Section 40, Departmental Executive Officers, includes new paragraph outlining the DEOs responsibilities.
2009	
2017	Full Revision Considered: Voting Groups Changed, Integration of new Instructional Track, and CLAS Manual of Procedure was changed to CLAS Manual of Policy and Procedure.
2019	Amendment to include the addition of the CLAS Staff Council
2020	Amendment to rename DEI Committee Membership and to increase size of membership.
2021	Amendment for minor edit to the DEI Committee Membership (increased size of committee and increased representation from Faculty Assembly and Staff Council)
2022	Minor edit to the DEI Committee membership to clarify who can chair the committee.