

APPENDIX 3. BYLAWS OF THE FRANCIS MARION COLLEGE OF LIBERAL ARTS

The Bylaws of the Francis Marion College of Liberal Arts (the College) are designed to promote participation of the College and its faculty in the governance structure of Francis Marion University as the College, in coordination with the Schools of Business Administration and Education, implements the mission of the University.

The faculty of the College may through its established organization consider policies, programs, and procedures which in its judgment affect the quality of the College's educational program or the professional welfare of its faculty. The College's faculty makes recommendations to the Dean of the College (Provost), the deans and faculties of the Schools of Business Administration and Education, the General Faculty, the President, other administrative officers, or the Board of Trustees, as appropriate, concerning any policies, programs, or procedures which affect the excellence of the educational programs of the College or the welfare of the faculty of the College.

Article I: Membership and Voting Privileges

The membership of the faculty of the College consists of the President, the Provost (Dean of the College), and all persons appointed within the College on a full-time or part-time basis with the rank of professor, associate professor, assistant professor, or instructor, including any full-time administrative officer holding such rank. Faculty members have the right to attend meetings of their programs and departments and of the College and have the privilege of the floor at these meetings.

The voting members of the faculty of the College shall consist of full-time tenured, probationary (i.e., tenure-track) and temporary faculty who normally teach at least two courses that total a minimum of six credit hours per semester. These faculty are in coded and slotted positions and are eligible for state-funded benefits. Department Chairs are voting members of the faculty. Only voting members of the faculty may fill the designated faculty positions on committees of their programs and departments and of the College.

Article II: Meetings

The College faculty will meet at least once each semester to conduct the business of the faculty and to hear reports from committees and administrators.

Special meetings of the College faculty can be called by the President, by the Dean of the College (Provost), or by request of ten voting members of the College faculty.

The Dean of the College will prepare meeting agendas composed of items proposed by the Dean and/or voting members of the College faculty and will preside at College faculty meetings. Items proposed by ten or more faculty members for discussion at a College meeting will be placed on the next meeting's agenda. The agenda for all meetings of the College faculty will be distributed to members at least three working days before the meeting. The specific purpose of any special meeting will be included in its agenda. Only matters included on the meeting agenda can be voted on at the meeting.

An assistant to the Dean of the College (Provost) will serve as Secretary to the College and prepare minutes of College faculty meetings for distribution. In the event of the absence of

the Dean of the College, the Dean will designate a faculty member of the College to preside at a College faculty meeting.

The current edition of *Robert's Rules of Order* will govern the conduct of all meetings of the College.

Article III: Committees

Members of committees who are elected by the College faculty will be elected at a College faculty meeting within the first four weeks of the fall semester, except for the election of the CLA-chosen member of the Academic Affairs Committee of the Faculty Senate. That election shall be held during the spring semester. Vacancies on elected committees will be filled, at the earliest time possible, by the processes of election referenced in Article III, Sections 1 and 2.

The Francis Marion College of Liberal Arts will have the following committees:

1. Elections Committee

Membership: one faculty member from each department within the College. Each Department within the College will elect one faculty member to serve for a three-year term, with no member to be elected to more than two consecutive terms. The committee will elect the chair.

Powers and Duties: The committee will solicit candidates for at-large College elections, prepare a slate of candidates who meet stated eligibility requirements, conduct elections, and keep records of elections to be passed on to subsequent committees.

2. Tenure and Promotion Committee

Membership: one tenured faculty member from each department within the College. The College faculty will elect one tenured faculty from each department for a two-year term. No member may be reelected to a consecutive term. The committee will elect the chair.

Powers and Duties: The committee will advise those faculty members applying for tenure and/or promotion, and their respective department chairs, on matters related to the granting of appointments with continuous tenure and of promotion. The committee will receive and review applications for tenure and/or promotion from College faculty and make recommendations with respect to these applications to the Dean of the College. The committee will also recommend changes in tenure and promotion policies when the committee judges such change is needed.

3. Advisory Committee on Enrollment and Retention

Membership: Chairs of all departments within the College and the Dean of the College. The Dean will chair the committee.

Powers and Duties: In conjunction with each department, the committee will coordinate and plan projects to enhance enrollment and retention.

4. *Ad Hoc* Committees

The Dean of the College or the faculty of the College by majority vote may create *ad hoc* committees whose membership would consist of voting members of the College faculty, and/or others as necessary.

Article IV: Amendments

Amendments to these Bylaws can be approved at any regular meeting of the College faculty by a two-thirds vote of the members present, provided that at least one month has elapsed since the first reading of the proposed amendment at a meeting of the College faculty.

APPENDIX 4. BYLAWS OF THE SCHOOL OF BUSINESS

The following Bylaws for the School of Business of Francis Marion University shall provide the general principles for participation by the School in the academic governance structure of Francis Marion University.

Article I: Membership and Voting Privileges

The faculty of the School of Business includes the President, the Provost, the dean of the School, and all persons appointed on a full-time basis within the School with the rank of professor, associate professor, assistant professor, or instructor, including any full-time administrative officer holding such rank. Part-time faculty are members in accordance with the bylaws of the School.

The voting members of the faculty of the School are those full-time and part-time faculty who devote at least fifty percent of a full workload to teaching, scholarly activity, artistic activity, and/or public service. Through documentation provided at the beginning of the fall and spring semesters, and in concert with the Human Resources Office, the dean of the School shall determine which part-time faculty are eligible to vote. Department chairs/program coordinators are voting members of the faculty. Full-time faculty who have administrative responsibilities of more than fifty percent are eligible to vote. Only voting members of the faculty may serve on committees of the School or on the Faculty Senate.

Area Coordinator

The Dean will appoint area coordinators for Accounting, Computer Science, Economics, Finance, Management, Marketing, Management Information Systems within the first two weeks of the Fall term. The term for coordinators will be limited to the scheduling of classes of the faculty of the area, and writing the Institutional Effectiveness report and similar documents. They are prohibited from participating in the evaluation process of other faculty members.

Associate Dean

The Associate Dean is selected (i.e. appointed) from within the School of Business by the Dean. The selection of the Associate Dean is subject to the prior approval of the Provost and the President. (It is understood that the appointee would have the rank, tenure status, and experience appropriate for an Associate Dean's position.)

The term of an Associate Dean is annual and is renewable upon recommendation of the Dean to the Provost and President.

The Associate Dean is an administrative and staff assistant to the Dean of the School of Business. The Associate Dean has such authority and responsibility as the Dean of the School of Business has delegated. The Associate Dean reports directly to and is accountable to the Dean of the School of Business. Since the Associate Dean is not evaluated by the faculty, (s)he is prohibited from writing faculty evaluations.

The evaluation of the Associate Dean is conducted solely by the Dean of the School of Business.

Subject to the approval of the Provost and President, the Dean may remove the Associate Dean prior to the end of the one year term.

MBA Director

The MBA Director is selected (i.e., appointed) from within the School of Business by the Dean. The selection of the MBA Director is subject to the prior approval of the Provost and the President. (It is understood that the appointee would have the rank, tenure status, and experience appropriate for an MBA Director's position.)

The term of an MBA Director is annual and is renewable upon recommendation of the Dean to the Provost and President.

The director of the MBA program handles the graduate program under the Dean's direction.

The evaluation of the MBA Director is conducted solely the Dean of the School of Business.

Subject to the approval of the Provost, and President, the Dean may remove the MBA Director prior to the end of one year term.

Article II: Committee Elections

Membership of School of Business committees will be elected within the first four weeks of the fall semester. Vacancies on committees will be filled by the process of special election or

temporary appointment by the dean if elections are not feasible. School representatives to the Faculty Senate will be elected within the last four weeks of the preceding spring semester.

1. Curriculum Committee

Membership: seven voting faculty, one elected by each discipline, for three-year terms (with not more than two consecutive terms). The chair will be elected from the committee, and the dean of the School serves as an ex officio member.

Powers and Duties: The committee will serve as advisory to the faculty and to the dean of the School on all curricular matters, including proposed courses, course changes, and/or academic program changes.

2. Nominating Committee

Membership: five voting faculty, elected for three-year terms (with not more than two consecutive terms), with the chair elected from the committee.

Powers and Duties: The committee solicits candidates for School elections, prepares a slate of candidates who meet stated requirements, and conducts elections. The Committee also keeps records of elections to be passed on to subsequent committees.

3. Promotion and Tenure Committee

Membership: seven tenured faculty, when possible, one from each discipline within the School, elected by the School faculty for one-year terms (with not more than two consecutive terms). The chair will be elected from the committee.

Powers and Duties: The committee will advise those faculty members eligible for tenure and/or promotion on matters related to the granting of appointments with continuous tenure and faculty promotion. The committee may also recommend changes in promotion and tenure policies.

4. MBA Committee

Membership: six voting graduate faculty members, one from each of the following disciplines: Accounting, Computer Information Systems Management, Economics, Finance, Management, and Marketing. In addition, the MBA Director serves as chair, and the dean of the School serves as an ex officio member.

Powers and Duties: The MBA Committee addresses all academic matters relative to the Master of Business Administration program including program development, curriculum changes, and admission and retention standards. Recommendations are forwarded to the dean of the School and/or the Graduate Advisory Committee of the University.

5. Dean's Advisory Committee

Membership: Area/discipline coordinators and the MBA Director. The dean serves as chair.

Seven voting faculty members, one from each of the following disciplines: Accounting, Computer Science, Economics, Finance, Management, Marketing, and Management Information Systems. One of these is the MBA director. The dean serves as chair. The six representatives from disciplines not represented by the MBA director are elected by the school faculty for a one-year term.

Powers and Duties: This committee meets as needed and addresses matters of policy and procedure in the administration of the academic programs in Business and Computer Science. This committee serves as a resource for advice and counsel to the dean. The committee through its individual membership serves as a communications link to the faculty and students of the School of Business. This committee also addresses enrollment and retention issues at the undergraduate level.

6. *Ad Hoc* Committees

The dean may create *ad hoc* committees as necessary, and membership to said committees will be consistent with the charge to the committee(s).

Article III: Faculty Meetings

The School faculty will meet at least two times each academic year to conduct the business of the faculty and to hear reports from committees and administrators. The dean of the School or his or her designee will preside.

Special meetings of the School faculty can be called by the President, the Provost, or the dean of the School or by request of seven voting members of the School faculty.

The dean will prepare meeting agendas composed of items proposed by the dean and/or voting members of the School faculty. The agenda for all meetings of the School faculty will be distributed prior to the meeting. The specific purpose of any special meeting will be included in its agenda. Only matters included on the meeting agenda can be voted on at that meeting.

The Administrative Assistant to the dean of the School will serve as Secretary to the School.

The current edition of *Robert's Rules of Order* will govern the conduct of all meetings of the School.

Article IV: Amendments

Amendments to these bylaws can be approved at any regular meeting of the faculty of the School of Business by a two-thirds vote of the members present, provided that at least one week has passed since the first reading of the proposed amendment at a duly constituted meeting of the School of Business.

APPENDIX 5. BYLAWS OF THE SCHOOL OF EDUCATION

The faculty of Francis Marion University is organized into departments, Schools, and a College of Liberal Arts as established by action of the Board of Trustees. The departmental/School/College organization is designed to provide for the proper development of the University and to enable the University to meet the needs of the constituency served by the University. Also, the organization is guided by master planning for statewide coordination of academic programs and services through the South Carolina Commission on Higher Education.

The structure is designed to recognize and utilize the specialized competencies and interests of the faculty and to maximize the effectiveness of academic decision making through the appropriate division of labor based on disciplinary competence. In carrying out delegated functions and responsibilities for the design and conduct of educational programs and services, the General Faculty of the University relies heavily on the specialized planning of the College/Schools and departments of the faculty. Appropriate review of such plans by the General Faculty is maintained to assure coherence of educational program development and to preserve a focus on a shared concept of the mission of the University.

The following Bylaws for the School of Education of Francis Marion University shall provide the general principles for participation by the School in the academic governance structure of Francis Marion University.

Article I: The Faculty of the School of Education

Section 1: Membership

The faculty of the School consists of the dean of the School and all persons appointed within the School on a full-time or part-time basis with the rank of professor, associate professor, assistant professor, or instructor.

Section 2: Voting Privileges

The voting members of the faculty of the School are those full-time faculty who teach at least six hours during the fall and spring semesters and ordinarily engage in scholarly activity and in service to the University. The dean of the School is a voting member of the School faculty.

Article II: Functions and Responsibilities of the Faculty of the School of Education

Section 1: Educational Plans and Policies

The faculty of the School shall adopt educational plans and policies affecting the curriculum, the conferring of degrees, the admission or exclusion of students, and standards of academic performance, subject to the appropriate review of such plans in accordance with the mission of the University and the educational policies of the Board of Trustees.

Section 2: Peer Evaluation

The faculty of the School shall follow established procedures for peer evaluation of faculty performance concerning faculty up for promotion and/or tenure in accordance with the policies of the Board of Trustees.

Section 3: Consideration of Other Matters

The faculty of the School may through its established organization consider matters which in its judgment affect the effectiveness and quality of the School's educational program or the professional welfare of its faculty and students and make recommendations to other School faculties, the General Faculty, the Provost, the President, other administrative officers, or the Board of Trustees as appropriate concerning any policies, programs, or procedures which affect the excellence of the educational programs or faculty welfare of the School.

Section 4: Elections to Faculty Senate.

Article III: Meetings

Section 1: Regular Meetings

The School faculty shall meet regularly during each academic semester to conduct the business of the School. In September and January of each academic semester the dean shall set a schedule of meetings to conduct the business of the School.

Section 2: Special Meetings

Special meetings of the School faculty may be called by the President, Provost, or dean or by request of 50% of the eligible voting members of the School faculty.

Section 3: Meeting Agendas

The dean shall prepare meeting agendas drawn from items proposed by voting members of the School and/or the dean. Only items appearing on the published agenda may be voted on at School faculty meetings. Agenda items which require a vote must be submitted one week in advance of the scheduled meeting. Meeting agendas should be published one week prior to the meeting date. Items not requiring a vote can be added at any time prior to the scheduled meeting if approved by the dean. Items relating to the Bylaws and/or curricular matters and other important agenda items cannot be voted on at the same meeting when they appear initially on the agenda.

Section 4: Quorum

A quorum will consist of a simple majority of those members of the School of Education who are eligible to vote.

Section 5: Rules

The current edition of *Robert's Rules of Order* shall govern the conduct of all meetings of the School faculty unless otherwise specified.

Article IV: Standing Committees

Section 1: Election and Structure

Members and/or chairs of standing committees shall be elected by the faculty or appointed by the dean near the conclusion of the spring semester or beginning of the fall semester and shall take office at the beginning of or in the academic year of their election or appointment. The exact date for the beginning of the academic year shall be the date specified in the annual faculty contracts. Vacancies shall be filled at the earliest time possible as determined by the Nominating Committee.

The chair of each committee shall determine the structure of each committee. The chair with input from all eligible voting members of the School determines the agenda for each committee.

A quorum shall consist of a simple majority of those faculty present and eligible to vote.

Section 2: Floor Privileges

All meetings of each standing committee shall be open to the School faculty, but only members of the committee shall have the privilege of the floor unless nonmembers are recognized by the chair of the committee.

Section 3: School Committees (Role, Charge, Governance)

1. Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee consists of three program coordinators, the M.A.T. (Learning Disabilities) Advisor, the Clinical Coordinator, and a chair appointed by the dean.

The Undergraduate Curriculum Committee will review and approve undergraduate curricular modifications, proposals, policy revisions, or other recommendations for further action by the School faculty.

The Undergraduate Curriculum Committee will review and approve undergraduate catalog changes for further action by the School faculty.

The Undergraduate Curriculum Committee will continually assess the content and efficacy of undergraduate programs in terms of program substance, delivery, and student performance. Findings will be forwarded to the School faculty.

2. Graduate Curriculum Committee

The Graduate Curriculum Committee consists of the Graduate Program advisors and a chair appointed by the dean.

The Graduate Curriculum Committee will review and approve graduate curricular modifications, proposals, policy revisions, or other recommendations for further action by the School faculty.

The Graduate Curriculum Committee will review and approve graduate catalog changes for further action by the School faculty.

The Graduate Curriculum Committee will continually assess the content and efficacy of graduate programs in terms of program substance, delivery, and student performance. Findings will be forwarded to the School faculty.

The Graduate Curriculum Committee will review and approve graduate students' proposals and products for capstone completion for further review and approval by the dean.

3. Educational Technology Committee

With the intent of reflecting the principal areas of disciplinary competence within the School, the committee shall consist of three members appointed by the dean of the School. The Director of Academic Computing Services shall be an ex officio member of the committee.

The committee shall develop and maintain educational technology plans for the School.

The committee shall select a chair from the three appointed members. The committee shall meet at least once a semester.

4. Nominating Committee

The Nominating Committee shall consist of three members. The Nominating Committee will present a slate of candidates for each of the positions to be voted on. The slate will consist of those members of the School of Education faculty who have been nominated and meet the criteria for each of the positions.

The committee shall meet at the beginning of the fall semester and at the beginning of the spring semester to determine the eligibility of faculty to vote and to present a slate of candidates for needed positions.

The committee shall select a chair from the three elected members.

5. Strategic Planning and Institutional Effectiveness Committee

The Strategic Planning and Institutional Effectiveness Committee shall consist of two members, appointed by the dean. The Director of the Office of Institutional Effectiveness and Planning shall be an ex officio member of the committee.

The committee shall serve as advisory to the dean of the School and to the faculty of the School on matters of strategic planning and institutional effectiveness by recommending planning procedures and priorities and assuring that institutional effectiveness efforts at the program level are connected to planning, recruitment and retention, budgeting, performance indicators, and resource allocation policies and practices.

The committee shall meet once each fall and once each spring semester prior to University budget hearings and may meet at other times as called by the dean.

6. Promotion and Tenure Committee

The Promotion and Tenure Committee shall consist of five members. Eligible voting members of the faculty may submit nominations to the Nominating Committee, which will prepare a slate of candidates who are tenured. The committee will be elected by vote of a majority of eligible voting members. All elected members must be tenured.

The committee shall meet as determined by the dean.

The committee shall select its chair.

7. *Ad Hoc* Committees

The dean of the School with input from School faculty may create *ad hoc* committees whose membership shall consist of faculty members who are eligible to vote.

All meetings of each *ad hoc* committee shall be open to the School faculty, but only members of the committee shall have the privilege of the floor unless nonmembers are recognized by the chair of the committee.

Section 4: Amendments

Amendments to these bylaws may be approved at any regular meeting of the School faculty by a majority vote of all faculty who are present and eligible to vote.

All amendments must be approved by the School faculty. Amendments become effective upon final approval of the School faculty.

APPENDIX 6. BYLAWS OF THE SCHOOL OF HEALTH SCIENCES

The faculty of Francis Marion University is organized into Departments, Programs, Schools, and a College of Liberal Arts as established by action of the Board of Trustees. This Department/Program/School/College organization is designed to provide for the proper development of the University and to enable the University to meet the needs of the constituency served by the University. Also, the organization is guided by master planning for statewide coordination of academic programs and services through the South Carolina Commission on Higher Education. To that end, the following bylaws for the School of Health Sciences of Francis Marion University shall provide the general principles for participation by the School in the academic governance structure of Francis Marion University.

Article I: The Faculty of the School of Health Sciences

Section 1: Membership to the School of Health Sciences

The faculty of the School of Health Sciences includes the Dean of the School and all persons appointed on a full-time basis within the school with the rank of professor, associate professor, assistant professor, or instructor.

Section 2: Programs of the School of Health Sciences

Programs that comprise the School of Health Sciences are: Nursing (pre-licensure, RN to BSN, MSN Nurse Educator, and MSN Family Nurse Practitioner); Physician Assistant; and Healthcare Administration (HCA).

Section 3: Voting Privileges

The voting members of the faculty of the School are those who are full-time and/or devote at least fifty percent of a full-time workload to teaching, scholarly activity, and University service. The Dean and Associate Dean of the School, Chair of the Nursing Program, and Directors are voting members of the faculty. Full-time faculty who have administrative responsibilities of more than fifty percent are eligible to vote.

Article 2: Administrative Faculty

Section 1: Associate Dean for the School of Health Sciences

The Associate Dean is appointed from within the School of Health Sciences by the Dean. The selection of the Associate Dean is subject to the prior approval of the Provost and the President. It is understood that the appointee would have the rank, tenure status, and experience appropriate for an Associate Dean's position.

The term of an Associate Dean is three years and is renewable upon recommendation of the Dean to the Provost and President.

The Associate Dean is an administrative and staff assistant to the Dean of the School of Health Sciences. The Associate Dean has such authority and responsibility as the Dean of the School of Health Sciences has delegated. The Associate Dean reports directly to and is accountable to the Dean of the School of Health Sciences. The Associate Dean is evaluated by the Dean of the School of Health Sciences annually.

Section 2: Chair of the Nursing Program

The Chair of the Nursing Program is appointed from within the School of Health Sciences by the Dean. The selection of the Chair is subject to the prior approval of the Provost and the President. It is understood that the appointee would have the rank, tenure status, and experience appropriate for a Program Chair's position.

The term of Chair is three years and is renewable upon recommendation of the Dean to the Provost and President.

The Chair is evaluated by the Dean of the School of Health Sciences annually.

Section 3: Program Directors

The Directors are appointed from within the School of Health Sciences by the Dean for oversight of program options. It is understood that appointees would have the rank, tenure status, and experience appropriate for a Program Director's position.

The term of a Program Director is three years and is renewable upon recommendation of the Dean to the Provost and President.

The Program Directors are evaluated by the Dean of the School of Health Sciences annually.

Article 3: Committee Elections

Members of the School of Health Sciences' committees shall be elected at the Spring Health Sciences' faculty meeting. The current edition of *Robert's Rules of Orders* will govern the conduct of all meetings of the School unless otherwise specified.

Section 1: Promotion and Tenure Committee

Membership: Three tenured faculty from the School of Health Sciences shall be elected by the voting faculty for one year terms. The Chair shall be elected by the committee. The Dean of the School is an ex officio member.

Powers and Duties: The committee shall advise those faculty members eligible for tenure and/or promotion on matters related to the granting of appointments with continuous tenure and faculty promotion. The committee may also recommend changes in promotion and tenure policies to the full faculty of the School of Health Sciences.

Section 2: The Dean's Advisory Committee

Membership: The Dean, Associate Dean, Chair of the Nursing Program, and Program Directors are standing members of the Dean's Advisory Committee. The Dean will serve as the Chair for this committee.

Powers and Duties: This committee meets as needed and addresses matters of policy and procedure in the administration of the academic programs in the School. This committee serves as a resource for advice and counsel to the Dean. The committee through its individual membership serves as a communications link to the faculty and the students of the School.

Section 3: Ad hoc Committees

The Dean of the School of Health Sciences or the faculty of the School by 2/3 vote may create *ad hoc* committees, whose membership would consist of voting members of the School faculty, and/or others as necessary.

Article 4: Faculty Meetings

The School faculty will meet at least two times each academic year to conduct the business of the School and to hear reports from committees and administrators. The Dean of the School or his/her designee will preside.

Special meetings of the School faculty may be called by the President, the Provost, the Dean of the School, or by request of 2/3 of voting members of the School faculty.

The Dean will prepare meeting agendas composed of items proposed by the Dean and/or voting members of the School faculty. The agenda for all meetings of the School faculty will be distributed one week prior to the meeting. The specific purpose of any special meeting will be included in its agenda. Only matters included in the meeting agenda can be voted on at that meeting.

The Administrative Associate and/or Assistant of the School will serve as secretary to the School.

Article 5: Amendments

Amendments to these bylaws can be approved at any regular meeting of the faculty of the School of Health Sciences by a 2/3 vote of the members. This is provided that at least one week of notification has taken place since the first reading of the proposed amendment at a duly constituted meeting of the School of Health Sciences.

APPENDIX 7. BYLAWS OF THE LIBRARY

The following bylaws for the Library Faculty of Francis Marion University shall provide the general principles for participation by the librarians in the academic governance structure of Francis Marion University.

Article I: Membership and Voting Privileges

The faculty of the Library includes the President, the Provost, the dean of the Library, and all persons appointed on a full-time basis within the Library with the rank of professor, associate professor, assistant professor, or instructor, including any full-time administrative officer holding such rank.

The voting members of the faculty of the Library are those who are full-time librarians.

Article II: Committee Elections

Library faculty committees will be elected as needed. Vacancies on the committees will be filled by the process of special election or temporary appointment by the dean if elections are not feasible. The Library's representative to the Faculty Senate will be elected during the spring semester.

1. Promotion and Tenure Committee

Membership: three tenured faculty, when possible, elected by the Library faculty for one-year terms and one at-large member of the FMU faculty, appointed by the Dean in concert with the committee, for a one-year term. The chair will be elected from the committee.

Powers and Duties: The Committee will receive and review applications for tenure and/or promotion from the Library faculty and make recommendations with respect to these applications to the Dean of the Library. The Committee will also recommend changes in tenure and promotion policies when the Committee judges such change is needed.

Ad Hoc Committees

The dean may create ad hoc committees as necessary, and membership to said committees will be consistent with the charge to the committee(s).

Article III: Faculty Meetings

The Library faculty will meet at least two times each academic year to conduct the business of the faculty and to hear reports from committees and administrators. The dean of the Library or his or her designee will preside.

Special meetings of the Library faculty can be called by the President, the Provost, or the dean of the Library or by request of half of the library faculty.

The dean will prepare meeting agendas composed of items proposed by the dean and/or voting members of the Library faculty. The agenda for all meetings of the Library faculty will be distributed prior to the meeting. The specific purpose of any special meeting will be included in its agenda. Only matters included on the meeting agenda can be voted on at that meeting.

A quorum of the Library faculty consists of a simple majority of the library faculty. The Administrative Assistant to the dean of the Library will serve as Secretary to the faculty.

The current edition of Robert's Rules of Order will govern the conduct of all meetings of the Library.

Article IV: Amendments

Amendments to these bylaws can be approved at any regular meeting of the Library faculty by a majority vote of the quorum present, provided that at least one week has passed since the first reading of the proposed amendment at a duly constituted meeting of the librarians.

APPENDIX 8. BYLAWS OF THE BOARD OF TRUSTEES

1. Corporate Name

The governing body of Francis Marion University is the Board of Trustees, which is by statute constituted a body corporate and politic under the name of the Board of Trustees for