

Bylaws of the A & S Dean's Advisory Council
(Approved by A & S Faculty meeting on 4/15/14)
(Revised by A & S Faculty meeting on 3/18/15)

I. Mandate of the A & S Dean's Advisory Council

In 2008, the University Faculty Council proposed the creation of a Dean's Advisory Council (the DAC) for each of the schools in the University of Richmond. Pursuant to this proposal, with the document entitled "Resource Allocation in the School of Arts & Sciences", the A & S faculty established a mandate and membership for the A & S Dean's Advisory Council. This was approved by vote of the A & S faculty on February 22, 2010. (AandS_resource_allocation-4.pdf)

Pursuant to the approved mandate, the Dean's Advisory Council makes recommendations on matters pertaining to:

- “•alignment of the School of Arts and Sciences' plans/priorities with the University's strategic plan and the core liberal arts mission of the School of Arts and Sciences,
- establishment of funding priorities, including requests for new funds and reallocation of existing funds,
- allocation and reallocation of faculty and staff lines,
- provision of reassigned time,
- other matters of importance to the faculty and to the dean.”

The complete mandate and current membership are found at:
<http://as.richmond.edu/deans-office/committees/index.html>

The Dean's Advisory Council and its By-laws are not represented in the Faculty Handbook or the Faculty Governance document. The A & S faculty meeting approved the Bylaws by vote of the faculty meeting on April 15, 2014.

II. Responsibilities of the DAC

A. Responsibilities of all DAC members

The members of the DAC are responsible for reviewing information provided by the dean, making inquiries when necessary for sound decisions, deliberating in good faith together, and making recommendations to the dean. Typically, the DAC makes recommendations concerning the Dean's budget request to the Planning & Priorities committee (P&P)

All members of the DAC should deliberate and make recommendations with fiduciary concern for the School of Arts & Sciences. Elected faculty members may bring specialized knowledge or experience to deliberations but they are not to serve as advocates for any division or initiative.

Members and participants in DAC discussions should be vigilant against the appearance of impropriety in any case. For example, no individual should be present for discussion of a request or proposal that is advanced by her or his department, program, or Advisory Board.

Members and participants in DAC meetings should maintain highest standards of confidentiality concerning any information or discussions in the course of its work.

The four members of the DAC who also serve on the University's Planning & Priorities Committee have fiduciary concern for the university and engage in confidential discussions. These responsibilities take precedence while also encompassing the members' duties to the DAC and the School of Arts & Science.

B. Responsibilities of the DAC Chair

The chair of the DAC offers leadership to members of DAC. The chair must be eligible to serve for two semesters of the academic year of service. No one may be elected to chair the DAC for more than three consecutive academic years.

The chair of the Dean's Advisory Council will consult with the dean on schedule and agenda for the meetings, as needed. Typically, the chair leads the meetings.

The chair will require a secret ballot on major recommendations to the dean.

The chair and the dean will keep from year to year archives of recommendations made by the DAC and the dean's decisions.

The chair will be present when the dean reports his or her decisions to Academic Council and to A & S faculty meetings. The chair will offer an independent report only if the majority of the DAC votes for this action.

The chair will lead at least one meeting of DAC each academic year in which the dean is not present.

The chair may convene meetings of Academic Council or the A & S faculty in which the dean is not present only if the majority of members of the DAC vote for this action.

C. Responsibilities of the Dean

The dean is responsible for all decisions with respect to the allocation or reallocation of resources, approval of faculty or staff positions, and assignment or reassignment of time. The dean is responsible for preparing a budget request, if any, to the Planning & Priorities Committee.

The dean is responsible for developing a process in which department chairs and program coordinators can make regular budget requests. The members of the DAC will have opportunity to review these requests before making recommendations.

The dean may offer opportunities for department chairs and program coordinators to request tenure-track faculty or staff positions in time for the appropriate hiring cycle.

The dean's office is responsible for scheduling DAC meetings. Typically, the DAC meets on Tuesdays at 10:30-11:45 in alternate weeks. However, more or fewer meetings may be required at different times of the academic year.

III. Relationship of DAC to A&S Faculty

The members of the DAC or the dean may make inquiries of or request presentations by department chairs or program coordinators if the DAC needs more information to make a recommendation concerning a request.

The dean will respond to budget requests with a message to each chair or program coordinator who made a request showing the amount of the request, the recommendation of the DAC, and the dean's decision. The dean may provide a brief rationale for the decision.

Upon recommendation of DAC, a member of DAC may be delegated to consult with a department chair or program coordinator to prepare a budget or position request.

In the spring semester, the dean will make a report to the Academic Council and to the A & S faculty that summarizes department and program budget requests, DAC recommendations, and the dean's decisions. The chair of the Dean's Advisory Council will be present during the dean's reports. The chair will offer an independent report only if the majority of the DAC votes for this action.

IV. Composition and Elections

A. Composition of the DAC

The Dean's Advisory Council is comprised of eight members serving staggered three-year terms. Members of the DAC serve a three-year term for up to two consecutive terms. A member's term(s) includes any professional or personal leaves. So far as practicable, no two members of the DAC should be based in the same department or program. The members annually elect among themselves a chair of the DAC.

B. Election to the DAC

- The A & S faculty elects by secret ballot one member from each of the quadripartite divisions to represent A & S on Planning & Priorities. These four members also serve on the Dean's Advisory Council. (4 members)

- The divisional department chairs elect by secret ballot a department chair from that division (from departments not already represented on DAC) [3 members].
- The program coordinators elect by secret ballot one program coordinator (from a department that is not already represented on DAC) [1 member]

Members are elected in the following progression:

- At the end of the fall semester, election by the A & S faculty of A & S quadripartite representatives to the DAC/Planning & Priorities Committee
- election of new department chair representatives, as needed, from departments not already represented on DAC
- election of a new program coordinator, as needed, from departments not already represented on DAC
- At the end of the spring semester, the continuing members of the DAC will elect from among themselves the Chair for the subsequent year.

In the case of any tied elections, Academic Council will vote by secret ballot to decide the election.

If an elected member of the Dean's Advisory Council goes on leave, the A&S nominating committee will select interim replacements for Planning and Priority Committee representatives. The tripartite division department chairs and interdisciplinary program coordinators will select interim replacements for their representatives.

When an elected department chair steps down from the department chair position during a term of service on DAC, then he or she must also step down from DAC.