(a) Create a unified governance document for the A&S faculty, such as bylaws.
(b) Clarify the duties of the Dean and the relationship of the Dean of A&S, the Associate Deans of A&S and the A&S Faculty concerning matters of governance.
(c) Clarify the relationship of A&S governance structures with those of the University Faculty Senate.
(d) Review the current A&S Committee (and Academic Council) (i) organization, (ii) areas of responsibility, and (iii) reporting protocols for inefficiencies and omissions and recommend an updated committee/governance structure.
(e) Review whether the current practices for the selection of A&S committee members (e.g., tripartite/quadruplicate elections, elected vs nominated, election of partite members by entire faculty, etc.) are sufficient for (i) the equitable distribution of committee assignments and (ii) insuring a diverse representation of faculty interests and viewpoints, and recommend an updated set of committee selection processes.
(f) Develop protocols and templates for uniform recording, presenting, and accessing of A&S governance documents and actions.
(g) Work with the A&S Dean’s Office to (i) restore, as much as possible, and make accessible, past governance documents and actions, such as A&S faculty meeting minutes and agendas, and (ii) develop a method of archiving (in an easily accessible manner) these documents and actions and any future documents or actions that may be subsequently approved.
(h) Work with the A&S Dean’s Office to ensure proper training of A&S faculty in the governance procedures recommended in tasks (a) – (f), which might include training in Robert’s Rules of Order, training for Committee chairs, orientation training for new faculty, and workshops for existing faculty.