

University of Delaware Associate in Arts Program Bylaws

Statement of Values and Mission

The University of Delaware Associate in Arts Program (AAP) is an interdisciplinary and multidisciplinary associate degree program, housed within the College of Arts and Sciences (CAS), that includes coursework in humanities, history, social sciences, natural sciences, and languages, and, therefore, employs a diverse faculty. With campuses in Wilmington, Dover, and Georgetown, the AAP offers primarily Delaware students the opportunity to complete coursework for an Associate in Arts degree while they complete breadth and general education requirements for the College of Arts and Sciences and the University. The AAP students constitute a socio-economically and educationally diverse body of learners, the majority of whom go on to pursue majors in one or more of the seven undergraduate colleges on the University of Delaware's main campus. AAP students enjoy an uninterrupted transition from the Associate in Arts Program to a bachelor's degree program in the junior year. Faculty who teach in the Associate in Arts program typically commit a majority of their time and effort to preparing students at the highest level to succeed in their transition to bachelor's degree programs and to the workforce.

This document describes the policies and procedures by which the Associate in Arts Program of the University of Delaware operates to achieve its mission. AAP policies, procedures, and operations are subject to and must be consistent with those of the University and the College of Arts and Sciences. If there is any inconsistency between these AAP bylaws and the policies of the University or the College of the Arts and Sciences now or at any time in the future, the policies of the University and the College of Arts and Sciences shall supersede these bylaws.

Program Organization

Officers of the AAP

The **Director** of the AAP is the chief academic and administrative officer of the AAP, responsible for administering policies and procedures of the University, of the College, and of the AAP, for providing academic leadership, and for representing the AAP within the College of Arts and Sciences, the University, and the community. The Director is responsible for the overall functioning of the AAP, including managing staff members, overseeing the AAP budget, administering faculty workloads, directing procedures of peer review, conducting annual appraisals of all AAP faculty, and any other duties delegated by the University or the College of Arts and Sciences. The specific responsibilities of the Director are enumerated in the University of Delaware's Policy Guide for Department Chairs and Academic Program Directors. In accordance with University regulations, the Director is appointed by the Dean and serves at the pleasure of the Dean, the Provost, and the President. At any time the AAP faculty, by a majority vote, may petition the Dean of the College to review the performance of the Director.

The **Associate Director** shall be appointed annually by the Director to assist in the administration of the AAP, performing those duties assigned by the Director and communicated to the AAP faculty. In the absence of the Director, the Associate Director assumes

responsibility for the administration of the Program. The Associate Director shall report to the Director and serves at the pleasure of the Director, the Dean, the Provost, and the President.

The **Faculty Coordinators** are the chief academic and administrative officers of each campus of the AAP, responsible for administering policies and procedures of the University, the College, and the AAP, for overseeing the daily operations of the campus, for developing and organizing course schedules and course offerings for each semester and special sessions, for consulting with full-time faculty, for coordinating and managing adjunct faculty, and for representing the campus within the AAP, the CAS, the University, and the community. The Faculty Coordinators are appointed by the Director with the advice of the faculty, and serve at the pleasure of the Director, the Dean, the Provost, and the President. At any time the campus faculty, by a majority vote, may petition the Director to review the performance of the campus Faculty Coordinator.

The **Safety Officers** conduct safety inspections of the teaching laboratories on a regular basis and serve as the liaison to the University of Delaware Office of Environmental Health and Safety. The Director shall appoint one safety officer for each campus.

Faculty

The AAP faculty shall make recommendations on the establishment of curricula and courses and on the educational and academic policies of the AAP. The AAP faculty shall participate in the periodic review of the Director, the Associate Director, and the Faculty Coordinators. The AAP faculty shall be comprised of all continuing track faculty, temporary full-time faculty, adjunct faculty, tenure-track faculty, and faculty from other departments that have joint appointments in the AAP.

Committees

Standing Committees

The **Academic Advisory Committee** shall be a standing committee and consists of the AAP Director, the AAP Associate Director, the Faculty Coordinators of each campus, a faculty representative from each campus, and one at-large faculty member. The Director and the Associate Director shall serve *ex officio* and shall not have voting privileges. The faculty representative from each campus, and an alternate from each campus, shall be elected by the faculty members of that campus by a majority vote. The at-large faculty member, and an alternate, shall be elected by the faculty from all three campuses by a majority vote. Alternates will attend meetings and vote on committee matters only if the faculty representative cannot be present. The faculty representatives will serve no longer than three consecutive years. The Chair of the Academic Advisory Committee shall be selected by the committee members by a majority vote. The Academic Advisory Committee shall meet at least once during the fall semester and once during the spring semester of each academic year. Minutes of each meeting must be taken and promptly circulated to the Academic Advisory Committee members and alternates. The responsibilities of the Academic Advisory Committee include but are not limited to advising the AAP Director on all matters concerning the general administration of the AAP, the development and maintenance of AAP documents, the review and evaluation of AAP activities, and the coordination of the functioning of the AAP standing and ad hoc committees.

The **Promotion Committee** shall be a standing committee elected by the faculty by a majority vote. The membership, the term of office of the members, and the responsibilities and procedures of the Promotion Committee are set forth in the Promotion Document, a document that can be modified by the faculty by a majority vote, subject to the approval of the CAS dean, the CAS Committee on Promotion and Tenure, the University Committee on Promotion and Tenure, and the Provost.

The **Peer Review Committee** shall be a standing committee. The membership, the procedures for selecting the members, the term of office of the members, and the responsibilities and procedures of the Peer Review Committee are set forth in the Peer Review Protocol, a document that can be modified by the faculty by a majority vote.

Search Committees

When the Dean grants permission to search for a new faculty member, the Director shall appoint a **Search Committee** composed of AAP faculty. When selecting the members of the search committee, the Director may take into consideration the background and expertise of the faculty member, the home campus of the faculty member, the rank of the faculty member, and any other factors relevant to achieving the goal of ensuring a diverse and committed group. The Director may also request faculty from the Newark campus to serve as external members of the Search Committee to augment the expertise of the committee. The Search committee shall conduct the search in accordance with all policies of the University that govern such searches and shall give the entire AAP faculty every opportunity for input during the search process. When the search is appropriately completed, the Search Committee presents to the Director a short list of candidates whom the Committee deems acceptable for the position, indicating the order of preference of those candidates on the short list. Upon approval of one or more of the candidates on the short list by a majority of the voting members of the faculty, the Director may recommend one or more of the candidates to the Dean. Alternatively, the Director may choose not to recommend any of the candidates to the Dean. If the Director does recommend a candidate, the Director will request permission from the Dean, and any other required CAS and University officials, to make and negotiate the offer with the chosen candidate.

Other Committees

As the need arises, the Director, in consultation with the Academic Advisory Committee, may create, and appoint the members of, other committees on an ad hoc basis to handle particular matters or to discharge particular obligations.

Program Operation

Statewide AAP Meetings

The AAP shall hold at least one statewide meeting every semester to consider matters of program policy.

Scheduling

The Director, in consultation with the Academic Advisory Committee, shall determine the date of the statewide AAP meetings.

Agendas

Each meeting shall follow an agenda prepared by the Director. Prior to the scheduled meeting, the Academic Advisory Committee, by a majority vote, may add items to the agenda. Prior to the scheduled meeting, any voting member of the AAP may request that the Academic Advisory Committee add items to the agenda, including votes on any matter of business.

Minutes

Minutes must be taken at each statewide AAP meeting and promptly circulated to the faculty. The minutes must be subjected to an approval vote at the next statewide AAP meeting. At each statewide AAP meeting, the Director will request that a faculty member volunteer to take the minutes. If no faculty member volunteers, the Director shall appoint a faculty member to take the minutes for that meeting.

Voting

Faculty holding full-time or joint appointments in the AAP, including continuing track faculty, tenure track faculty, temporary full-time faculty, and faculty from other departments that have joint appointments in the AAP provided that at least $\frac{1}{2}$ of the joint appointment is held in the AAP, may attend, participate in, and vote at all program meetings and on all program matters. Adjunct faculty and faculty holding part-time appointments in the AAP may attend and participate in all program meetings but do not have voting privileges and shall be excused from confidential discussions.

The faculty shall vote on matters relating to the general administration of the AAP, including but not limited to approval of AAP documents and membership of AAP committees as indicated in these bylaws and supporting AAP documents.

Voting Procedures

A voice vote is sufficient for the approval of the minutes of the prior meeting and the approval of the agenda for the current meeting. All other votes must be by a specific count, either through a show of hands, a secure secret ballot, or electronic ballot. Any voting member of the faculty present at the meeting may call for a secret ballot or an electronic ballot. If an electronic ballot is requested, any voting member of the AAP faculty, including those members not present at the meeting in which the matter was discussed, may cast an electronic ballot. Business will not be voted on during the meeting in which it is discussed for the first time.

Decisions

Except where otherwise specified, binding decisions require a simple majority of the voting members of the AAP faculty. The AAP faculty make binding decisions concerning all matters of program policy, except those matters that are reserved to other individuals or academic units pursuant to College or University regulations or those matters specifically

delegated to other individuals or groups pursuant to these bylaws. Decisions by the faculty of an individual campus require a simple majority of all voting members of the AAP faculty for whom that campus is the location of their primary appointment. Decisions by AAP committees require a simple majority of all voting members of the committee.

Campus-wide AAP Meetings

Each AAP campus must hold a meeting at least once a year. The Faculty Coordinator will determine the date of the meeting, the agenda for the meeting, and the operating procedures for the meeting.

AAP Documents

Changes to AAP documents, the AAP Promotion Document, the AAP Peer Review Protocol, the AAP Workload Policy, the AAP Merit Metric Calculation, the AAP Faculty Mentoring Protocol, and any other documents required by the University or the College of Arts and Sciences, with the exception of these bylaws, may be made by a simple majority of the voting members of the AAP faculty, subject to the approval of the CAS dean, the CAS, and the University.

Amendments to the Bylaws

These bylaws of the AAP may be amended at a duly constituted program meeting by a two-thirds majority of the voting members of the AAP faculty.

Revised by-laws passed by a 20-0 electronic vote, May 8, 2020