

University of Delaware Honors Program Faculty Governance Bylaws

I. Purpose

The University of Delaware Honors Program Faculty Board makes policy for and provides service to the instructional, advising, and related educational activities of the Honors Program (hereafter denoted HP).

II. Membership

A. The membership consists of:

1. Any HP staff member who also has a faculty appointment at the University of Delaware. This membership is by virtue of the staff position held, and ceases upon vacating it.
2. Faculty members appointed to the board by virtue of a formal agreement made between the HP Faculty Director, the faculty member and the faculty member's college Dean and department chair.
3. In consultation with the Executive Committee (defined in section IV.B. below), the Director shall identify and recommend to College Deans potential board member candidates to fill any vacancies or pending vacancies.
4. Every effort shall be made to ensure that representation on the Board reflects the distribution of HP students across Colleges.
5. The Board shall consist of not less than nineteen (19) members (except in the case of unanticipated vacancies) and not more than twenty-seven (27) members.
6. Vacancies can be filled at any time as specified in section II.B.3.

B. Board member terms

1. The term of appointment is three years beginning on the first day of the academic year following the date of appointment. Appointments are renewable for a successive term or terms, with the agreement of all parties concerned.
2. Appointments should be initiated in the spring or summer to replace current board members whose terms expire at the end of the current academic year.
3. Appointments can be made at any time to fill a vacancy on the board. Such appointments are effective immediately and continue for a full three year term beginning on the first day of the academic year after the date of appointment.
4. Prospective members should be queried in advance to confirm their interest. No elective membership or renewal becomes final until a formal agreement with that person's department is executed or renewed.

C. Service: Service on the Honors Program Faculty Board shall count on a basis equivalent to service at the College level (e.g., service as a College faculty senate representative) for performance evaluation purposes.

- D. With the consent of two-thirds of all current Honors Program Faculty Board members, an individual's membership may be revoked for cause. This does not apply to individuals who are members by virtue of conditions in section II.A.1.

III. Meetings

- A. The Director of the University Honors Program calls the meetings and presides. An agenda shall be published in advance of each meeting for the conduct of business, and no item introduced that is not on the published agenda may be decided by a vote taken at that meeting, although it can be the subject of a subsequent mail ballot.
- B. Meetings of the Honors faculty board ordinarily will be held once during the fall semester and once during the spring semester of each academic year.
- C. In addition to Honors faculty board members, all faculty teaching Honors courses in the current semester and those who taught Honors courses in the previous semester will be invited to attend the board meeting as will all departmentally appointed Honors Program liaisons. However, only Honors faculty board members have voting rights, as described in section IV.
- D. The UHP professional staff shall attend all meetings but do not have voting rights.
- E. A portion of any meeting can be closed and limited to faculty board members at the request of the Director or of two or more of the board members in attendance.
- F. Roberts Rules of Order shall be followed in the event that there may be any disagreement about proper procedure.

IV. Voting

- A. Each board member shall have one vote on any item of business.
- B. A quorum necessary for the discussion of business subject to vote shall consist of one-half of the membership plus one. Board members on leave who choose not to participate in the meeting will not be counted in determining this number.
- C. A simple majority of those voting shall decide all issues. On any matter on the published agenda, members not able to attend a meeting may participate by submitting their vote in writing (via email or otherwise) within five business days of the meeting. Intention to vote in this manner must be communicated to the Director of the Honors Program in writing prior to the scheduled meeting time

V. Officers

- A. The Director is appointed by the President of the University.

- B. An Executive Committee consisting of the Director and at least three but not more than five current board members shall be appointed by the Director. The Executive Committee will advise the Director on all issues of program governance and curriculum development. Executive Committee member terms are for two years, and an individual cannot serve more than two consecutive terms.

VI. Committees

- A. A Curriculum Committee shall be a standing committee consisting of the Director and at least three but not more than six additional board members approved by members of the board as described in section VI.B. The curriculum committee must consist of members from at least two different colleges and shall not include members of the executive committee other than the Director.
 - a. Responsibilities of the curriculum committee include courses and curricula, including the review and evaluation of new or provisional courses, academic policies and degree requirements; changes in structure of the academic program; related matters.
- B. Any board member may nominate any current board member to fill a vacancy on a standing committee at any time. Committee members must be approved either by a majority of members attending a scheduled meeting of the board, or by a simple majority of all current board members through an electronic vote.
- C. Additional committees whether standing or ad hoc in nature, can be established or abolished, and their membership and purposes determined, at the discretion of the HP board members.

VII. Bylaws Revision

These bylaws may be revised with the consent of two-thirds of those eligible to vote, provided that the proposed revision is part of the published agenda for a meeting.