

BYLAWS  
OF THE  
**University College Faculty Council**  
AT THE  
UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

Adopted:

AMENDMENT HISTORY

Date	Article(s)/Sections	Description
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**Article I. Name.** The name of this Unit shall be the “University College Faculty Council” hereafter also referenced as “UCFC.”

## **Article II. Definitions**

Section 1. *Members.* The UCFC consists of 12 voting members (one is a student), as outlined in the document, [“Structure and Election Process for UCFC.”](#) Voting members are elected as representatives of the faculty of each college. The UCFC also includes one full-time undergraduate member selected by the Student Government Association and several ex officio, non-voting members, as outlined in the document, “Structure and Election Process for UCFC.”

If an elected member of the Council Faculty cannot attend a meeting, that member shall notify their elected alternate and copy the Council Chair of their absence. The alternate shall be a fully participating member of the council during that meeting.

Section 2. *Objective.* The Council is responsible for the implementation, maintenance, and oversight of the Charlotte Core General Education Program. The Council works with the Dean of University College who is responsible for the administration of the Program.

Section 3. *Role.* (Approved October 12, 2023)

**3.1. Development of policies and procedures for delivering the Charlotte Core General Education Program.** This Council is responsible for evaluating or developing and recommending policies and procedures related to the Charlotte Core General Education Program and to the Dean of University College.

**3.2. Continuous Learning Improvement of the Charlotte Core General Education Program.** This Council is charged with serving in an advisory role to the Office of Assessment for the evaluation of the Charlotte Core General Education Program, including the development, approval, and revision of the student learning outcomes; the examination of assessment results; and the proposal of recommendations based on results and other points of data.

**3.3. Verification of Charlotte Core General Education Courses.** This Council is charged with verifying that all courses offered as Charlotte Core General Education courses meet the guidelines for such courses and are then processed to the Undergraduate Course and Curriculum Committee.

**3.4. Promotion of the Charlotte Core General Education program to all constituents.** This Council is responsible for helping to identify the communication needs of the Charlotte Core General Education Program, ensuring and cultivating appropriate lines of communication between UCFC and various stakeholders on campus, and promoting communications to various constituents as appropriate.

**3.5 Revision of the Charlotte Core General Education Program.** Should there be deemed a need for revision in the Charlotte Core General Education Program, this Council is charged with determining how that revision should be developed and charged with the development of the necessary documents to go into the faculty governance process to consider said changes.

**3.6. Serving in an advisory role to the Dean of University College.** This Council is charged with working with and supporting the efforts of the Dean of University College and their staff to promote high-quality undergraduate education at UNC Charlotte.

**3.7. The annual evaluation of the Dean of University College.** This Council is charged with performing the annual evaluation of the Dean of University College for submission to the Provost.

Section 4. *External Authority.* The Council, as a standing committee of the faculty, reports to the University Faculty Council and is governed by the Standing Rules of the Faculty.

Section 4.1. *Parliamentary Authority.* The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Council may adopt.

### **Article III. *The Faculty of the Council***

Section 1. *Faculty Qualification.* The Council shall consist of faculty holding full-time academic positions, at professorial or lecturer rank, regardless of modifying adjectives.

Section 2. *Voting Rights.* Each voting member of the Council (defined in *Section 1*) has the right to one vote in meetings of the Council or of its committees and the responsibility to participate in the shared governance of the Council. If the faculty member cannot attend the meeting then their alternate serves in their capacity for all deliberations and voting.

### **Article IV. *Officers***

Section 1. *Council Chair.*

- 1.1. The UCFC Chair is elected during the annual university election cycle.
- 1.2. Council Chair serves as Chair for one 2-year term. The Chair can serve two consecutive 2-year terms.
- 1.3. The UCFC Chair must be a tenured faculty member.

Section 2. *Secretary.* The Dean of University College shall designate a member of the Office of Undergraduate Education staff to serve as Secretary, who shall be responsible for recording, distributing, and archiving the minutes of Council meetings and for maintaining the Council Policy Manual.

### **Article V. *Meetings of the University College Faculty Council***

Section 1. *Communication.* Except where explicitly forbidden due to confidentiality issues, electronic mail, with links to essential documents in a secure drive, shall be used for all communication regarding meeting dates, times, and locations and for meeting minutes and agendas; printed duplicates of these communications are allowed but not required.

Section 2. *Allowed Days, Times, and Locations.* Council meetings shall be held on University property during regular business hours on days when the University is open for business; exceptions to this rule for special circumstances shall be permitted only if no voting member of the Council objects within three working days of the announcement of the proposed meeting.

Section 3. *Quorum.* The Council is considered to be assembled and may conduct business when a simple majority of the voting Council members are present.

Section 4. *Regular Meetings.* The Council Chair shall call a minimum of three meetings of the Council each semester of the regular academic year.

4.1. *Schedule.* The Council Chair shall announce the schedule (dates, times, and at least tentative locations) of regular meetings to Council members by the first meeting of each semester.

4.2. *Agenda.* The Council Chair shall distribute an informational agenda to Council members (and other meeting participants) no later than five calendar days before each regular meeting; Council members or Staff may request in advance that specific items be placed on the agenda.

Section 5. *Extra Meetings.* The Council Chair may call additional Council meetings whenever needed to conduct urgent University College or University College Faculty Council business in a timely fashion.

5.1. *Advance Notice.* The date, time, and location of an extra meeting shall be announced to the Council and Staff as far in advance as practicable, but no later than three business days before the meeting.

5.2. *Agenda.* The agenda for an extra meeting shall be restricted to the urgent issue under consideration, and shall be communicated at the same time the meeting is announced.

## **Article VI. General Rules on Committees**

### *Section 1. General Policies for Council Committees*

1.1. *Term of Service.* Unless otherwise specified, service commitments for Council committees shall be for one academic year.

1.2. *Right of Inclusion.* Any Council member who feels wrongly excluded from service on any standing or ad hoc committee shall have the right to bring the issue of their inclusion to a special, binding vote of the Council.

1.3. *Deadlines.* Deadline dates specified in the committee descriptions shall be understood to mean "or the next business day thereafter" should the given date fall on a weekend or holiday in any particular year.

### *Section 2. Ad Hoc Committees*

2.1. *Formation.* The Council Chair may form an ad hoc committee (and call its first meeting) whenever needed to meet specific Council needs in a timely fashion.

2.1.1. *Selection Process.* Although the Council Chair ordinarily has the discretion to choose members (can include non-Council members) for ad hoc committees the Council Chair should encourage any interested Council member to volunteer.

2.1.2. *Committee Chair.* The Council Chair ordinarily designates the chair of an ad hoc committee, but this may also be left for the committee members themselves to decide at their first meeting.

2.2. *Prohibition Against Use as de facto Standing Committees.* Any ad hoc committee in operation for more than two years and without a defined dissolution date must be formally

evaluated for conversion to a standing committee and a decision rendered by the end of its third year of existence.

### Section 3. *Council Representatives to External Committees*

*3.1 Selection Process.* Ordinarily, the Council Chair shall communicate calls for nomination to the Council Faculty and shall encourage suitable candidates to volunteer.

*3.1.1 Unfilled Positions or Nominations.* In the event that no one volunteers for a required position or nomination, the Council Chair shall select a suitable individual; this selection may be overruled only if a majority of the Council Faculty eligible for the position in question vote to identify a different representative or nominee.

*3.1.2 Multiple Volunteers.* If two or more Council members seek the same position (or the same nomination when only one name may be sent forward), the Council Chair shall consult with the interested parties and then make the selection based on the best interests of the Council. The Council Chair may choose to poll the Council Faculty to decide the best representative. This may be done electronically.

## Article VII. *Amendment of the UCFC Council Bylaws*

### Section 1. *Proposals*

*1.1. By Individual Faculty Members.* Any member of the Council Faculty may bring a motion to the Council to amend these Bylaws.

*1.2. By Standing Committees.* Any Standing Committee may bring to the Council as a seconded motion a proposed amendment to these Bylaws that falls within the scope of its committee responsibilities.

### Section 2. *Approval*

*2.1. Editorial Amendments.* A minor amendment may be deemed “editorial” (or a matter of routine updating) at the time of proposal by unanimous vote at a Council meeting for which there is a quorum.

*2.1.1. Announcement.* A proposed editorial amendment may be brought to a vote by placing it by title on the agenda for the next Council meeting.

*2.1.2. Contested Editorial Status.* If any member of the Faculty contests the editorial status of a proposed amendment at or prior to the meeting for which it is listed on the agenda, it shall be treated as a “substantive” amendment as per Section 2.2, below.

*2.1.3. Adoption.* An editorial amendment shall be adopted only by unanimous vote at a Council meeting for which there is a quorum.

### *2.2. Substantive Amendments*

*2.2.1. Announcement.* To ensure adequate time for consideration, a substantive amendment may not be voted upon until it has been placed by title on the agendas for and discussed during a UCFC meeting.

*2.2.2. Adoption.* A substantive amendment may be adopted by a two-thirds vote of the Council Faculty present at a meeting for which there is a quorum.

2.3. *Final Approval.* Amendments to these Bylaws are subject to approval by the Faculty Executive Committee Faculty President, although editorial amendments do not require explicit approval and may go into effect immediately.

2.3.1. Submission. The Council Chair shall submit the amended Bylaws to the Faculty President and the Faculty Executive Committee within one week of the Council Faculty vote, and indicate whether the changes were editorial or substantive.

2.3.2. *Tacit Approval.* The Faculty President or the Faculty Executive Committee shall have 30 days to raise any objections to the proposed amendments; a lack of response by the end of this period shall constitute tacit approval.