

BYLAWS OF THE FELLOWS OF PORTER COLLEGE

Preamble

Porter College is an administrative, residential, and academic body. As an academic body, the college is responsible for providing its students with academic advising, setting and administering College requirements for graduation, providing course offerings where necessary in support of College requirements, administering minimum scholarship requirements, and sponsoring individual inter-disciplinary major programs. More generally the academic mission of the college is to support the academic aspirations of Porter students and the associated teaching and research of Porter fellows.

Chapter 1. Fellows

1.1 Senate Fellows

Fellows of the college who are members of the Academic Senate are called “senate fellows,” comprise “the faculty of the college,” and thus form a committee of the Academic Senate in accordance with the Academic Senate bylaw 12.1.

- 1.1.1 Senate fellows of the college lose that status only by leaving the employ of UCSC or by resignation from the college.
- 1.1.2 Only senate fellows of the college may vote on Academic Senate matters.
- 1.1.3 Prospective senate fellows of the college are nominated and elected by current senate fellows of the college as described in Section 4.1 of these bylaws.

1.2 Faculty Fellows.

All persons who are not members of the Academic Senate but who hold regular or recurring teaching appointments and are affiliated with the college are faculty fellows of the college. Procedures by which non-senate faculty may affiliate with the College are detailed in Section 4.2 of these bylaws.

- 1.2.1 Faculty fellows may vote on all non-Academic Senate matters in the college.
- 1.2.2 Prospective faculty fellows may be nominated and elected by the senate and faculty fellows of the college.

1.3 Staff Fellows

- 1.3.1 The college administrative officer (CAO), the associate college administrative officer, the administrative assistant to the provost, the administrative assistant of the CAO, the financial coordinator, the college counselor, the coordinator(s) of college programs, the director of the Sesnon Gallery, the residential life staff, the academic advisors, and the college office staff are staff fellows for the duration of their appointments.
- 1.3.2 In cases not covered by the preceding, determination of status is made by the provost in consultation with the executive committee.
- 1.3.3 Staff fellows do not vote on college matters.

1.4 Associate Fellows.

- 1.4.1 At the discretion of the provost, any person contributing to the life of Porter College may be designated as an associate fellow by the provost in consultation with the executive committee.
- 1.4.2 Graduate students and Post-doctoral Researchers at UCSC may be designated associate fellows by the provost in consultation with the executive committee.
- 1.4.3 Associate fellows are not eligible to vote on college matters.

1.5 Visiting Fellows.

- All persons holding non-recurring teaching appointments of less than one year and who are affiliated with the college may be designated visiting fellows by the provost.
- 1.5.1 Visiting fellows are not eligible to vote on college matters.

Chapter 2. Officers

2.1 Provost. The provost is the chief academic officer of the college. S/he normally presides at meetings of the fellows of the college.

2.1.1 The primary duties of the provost are as follows:

- A. Provide leadership in defining the vision and the mission of the college.
- B. Develop and supervise, with the advice of the executive committee, the academic curriculum and degree requirements.
- C. Manage the college academic budget and discretionary funds from endowments and gifts with the advice of the executive committee.
- D. Supervise and assist in the recruitment of college academic staff.
- E. Recruit fellows and faculty.
- F. Work with the college advising and residential life staff to develop and conduct a student advising and orientation system.
- G. Develop and administer programs for student awards, grants, and honors in conjunction with academic preceptors and the executive committee.
- H. Provide guidance to student groups.
- I. Work with the college staff to develop the commencement program and preside at graduation.
- J. Provide leadership and vision for the development of the college.

2.2 Chair of the Faculty.

- 2.2.1 The chair of the faculty is a senate fellow of the college.
- 2.2.2 The chair of the faculty is elected annually by the senate and faculty fellows from its members exclusive of the provost. The chair normally serves for one calendar year beginning with the first day of classes fall term.
- 2.2.3 The chair of the faculty represents her/his department on the executive committee or serves as a “member at large” of that committee. At the request of the provost or by vote of the executive committee the chair of the faculty may be asked to preside at the meetings of the executive committee in place of the provost.
- 2.2.4 At the request of the provost or by vote of the fellows, the chair of the faculty may preside at meetings of the fellows

2.2.5 When necessary, the provost may designate the chair of the faculty to act in her or his absence.

2.3 College Administrative Officer

The college administrative officer (CAO) oversees the non-academic administration of the college.

2.4 Academic Preceptors and Advisors

2.4.1 The Academic Preceptors and Advisors are selected by committees normally appointed and chaired by the provost.

2.4.2 As supervised by the provost, the Preceptors and Advisors are responsible for College academic advising.

2.4.3 The Academic Preceptors assist the provost in all matters concerning the academic role of the college and related co-curricular endeavors.

2.4.4 The Senior Preceptors conduct meetings of the college academic standing committee, which reviews the academic records of students, identifies students subject to disqualification and students eligible for College Honors, and recommends appropriate action to the provost. The Preceptors consult regularly and fully with this committee.

Chapter 3. Committees

3.1 Executive Committee

3.1.1 The executive committee of the fellows shall include at least six senate and/or faculty fellows elected by senate and faculty fellows: one from each of the Arts Division undergraduate departments and one at large, preferably from outside the arts disciplines. One of the executive committee members shall also serve as chair of the faculty.

3.1.2 In addition, the provost and college administrative officer shall serve *ex officio* as non-voting members of the committee.

3.1.3 At the request of the provost or by vote of the executive committee the chair of the faculty may preside at meetings of the executive committee in place of the provost.

3.1.4 A quorum of the executive committee shall consist of one half of its members.

3.1.5 Within the executive committee, only senate fellows may vote on Academic Senate matters.

3.1.6 The executive committee shall consult regularly and fully with the provost and shall advise her/him on the administration of the college. The executive committee shall recommend such legislation to the fellows as it considers appropriate.

3.1.7 The executive committee shall oversee the policies governing the disbursement of endowment funds the stated purpose of which is to "assist in the establishment and support of a college at the Santa Cruz campus." It shall have all other powers granted to it elsewhere in these bylaws.

3.2 Academic Standing Committee

3.2.1 The academic standing committee shall include a minimum of four senate fellows.

3.2.2 Only senate fellows may vote to elect members of the academic standing committee.

3.2.2 The committee shall consult fully with the academic preceptor(s) who will serve as members *ex officio*. An academic preceptor presides at meetings of the committee.

- 3.2.3 The academic standing committee shall recommend to the provost appropriate action for students of the college subject to academic disqualification. It shall recommend to the provost which students of the college have completed the requirements for graduation and recommend the granting of a degree, including the granting of honors, when appropriate.

Chapter 4. Elections

4.1 Election of Senate Fellows

- 4.1.1 Members of the UCSC Academic Senate may be nominated to the fellowship either by the provost or by individual fellows of the college.
- 4.1.2 The provost brings these nominations for consideration by the executive committee at least twice each year.
- 4.1.3 At least five business days prior to the executive committee meeting, relevant information (C.V. and/or self-description, etc.) shall be circulated to the executive committee via electronic mail.
- 4.1.4 An affirmative vote of two-thirds of the executive committee members voting (not counting abstentions) is necessary for election to the fellows.

4.2 Election of Faculty Fellows

- 4.2.1 Persons who are not members of the academic senate but who hold regular or recurring teaching appointments at UCSC may be nominated to become faculty fellows of the college either by the provost or by individual fellows of the college.
- 4.2.2 The provost brings these nominations for consideration by the executive committee at least twice each year.
- 4.2.3 At least five business days prior to the executive committee meeting, relevant information (C.V. and/or self-description, etc.) shall be circulated to the executive committee via electronic mail.
- 4.2.4 An affirmative vote of two-thirds of the executive committee members voting (not counting abstentions) is necessary for election to the fellows.

4.3 Election of the Chair of the Faculty

- 4.3.1 Senate fellows may be nominated for the position of chair of the faculty by the provost or by any senate fellow.
- 4.3.2 The provost may not serve as chair of the faculty.
- 4.3.3 The chair normally serves for one calendar year normally beginning with the first day of classes fall term.
- 4.3.4 Nominations must be received by the beginning of the general meeting of the fellows for which the election has been announced.
- 4.3.5 The provost confirms the nominees' willingness to serve and conducts an election.
- 4.3.6 Only senate and faculty fellows may vote.
- 4.3.7 In the event that there is only one nominee for the post of chair of the faculty, no election is held, and the provost declares the nominee elected.
- 4.3.8 Should the office become vacant before the completion of the term of office, a special election is held for a chair to fill the remainder of the term of office.

4.4 Election of Members of the Executive Committee

- 4.4.1 Senate and faculty fellows of the college may be nominated for membership on the executive committee by the provost or by any senate fellow or faculty fellow.
- 4.4.2 Nominations must be received by the beginning of the general meeting of the fellows for which the election has been announced.
- 4.4.3 The provost confirms the nominees' willingness to serve and the chair of the faculty conducts an election at a meeting of the fellows.
- 4.4.4 Only senate and faculty fellows may vote.
- 4.4.5 Within five days of the announcement of the election results of the fellows meeting, any fellow may call for an email ballot to be held.
- 4.4.6 In the event that the number of nominations equals the number of places to be filled, no election is held, and the provost declares the nominees elected.
- 4.4.7 When a member of the executive committee cannot complete her/his term, a replacement to complete the term shall be appointed by the provost with the approval of the executive committee.

4.5 Election of Members of the Academic Standing Committee

- 4.5.1 Senate fellows of the college may be nominated for membership on the academic standing committee by the provost or by any faculty fellow.
- 4.5.2 Nominations must be received by the beginning of the general meeting of the fellows for which the election has been announced.
- 4.5.3 The provost confirms the nominees' willingness to serve and the chair of the faculty conducts an election at a meeting of the fellows.
- 4.5.4 Within five days of the announcement of the election results of the fellows meeting, any fellow may call for an email ballot to be held.
- 4.5.5 Only senate fellows may vote.
- 4.5.6 In the event that the number of nominations equals the number of places to be filled, no election is held, and the provost declares the nominees elected.
- 4.5.7 When a member of the academic standing committee cannot complete her/his term, a replacement to complete the term shall be appointed by the provost with the approval of the executive committee.

Chapter 5. Meetings

5.1 Meetings of the Fellows

- 5.1.1 Meetings of the fellows shall be held at least once yearly at the call of the provost or the executive committee.
- 5.1.2 A total of ten senate and faculty fellows (combined) constitutes a quorum.
- 5.1.3 The provost normally presides at meetings of the fellows. However, by vote of the faculty fellows present or by request of the provost, the chair of the faculty may be asked to preside.
- 5.1.4 Only members of the senate fellowship may vote on Academic Senate matters, in accordance with Academic Senate by-law 12.2. The presiding officer determines whether or not the matter being voted on constitutes Academic Senate business. His or

her ruling may be reversed by a vote of a plurality of the members of the senate and faculty fellows present.

5.2 Special Meetings of the Fellows

- 5.2.1 At the written request of a quorum of the fellows, the executive committee must call a meeting of the fellows within one week.
- 5.2.2 At such meetings, the chair of the faculty or the chair's designee presides.

Chapter 6. Amendment

6.1 These bylaws may be changed in whole or in part upon the approval of at least two thirds of those senate and faculty fellows voting on the matter not counting abstentions. The proposed amendment must be communicated via electronic mail to all senate and faculty fellows at least five business days before the vote is due. Any vote on a proposed change must fall due on a day of regular academic business during the fall, winter or spring quarters.

May 24, 2006.

January 8, 2008: Clarifications in language made at the request of the Committee on Rules, Jurisdiction, and Elections (CRJE).