



# College of Arts and Sciences

## CHARTER ACADEMIC COUNCIL of the COLLEGE OF ARTS AND SCIENCES

As amended January 21, 2015

Section 1. This document is the Charter of the Academic Council of the College of Arts and Sciences of Loyola University of Chicago.

Section 2.

- A. The Academic Council (hereafter "the Council") shall include as voting members a representative of each of the departments or other academic units of the College of Arts and Sciences (hereafter "the College"), at-large representatives of the faculty of the College, and representatives of Student Government of Loyola Chicago
- B. The Dean of the College and other officers of Loyola University (hereafter "the University") as designated by the Council shall be ex officio members of the Council, with the right to attend meetings and to address the Council but without the right to vote.

Section 3. The Council shall formulate the academic aims of the College, oversee the quality of education in the College, and establish such policies as will promote these aims. The Council shall be the policy-making body for the College in such areas as curriculum, quality of instruction, and admission policies that affect the academic life of the College.

Section 4. Elections to the Council shall occur before March 31, with new members assuming office in April. The normal term of office is two years. The Council shall elect a chairperson from among its members.

Section 5. The chairperson shall call regular meetings at least six times a year. The Dean of the College shall appoint a Secretary to take minutes and handle the distribution thereof to Council members for approval. Upon approval, the Dean shall distribute the minutes to all full-time faculty of the College. The chairperson shall communicate the actions of the Council to the Dean. On matters involving two or more undergraduate colleges or other units of the University besides the College of Arts and Sciences, the Dean shall communicate the actions of the Council to other appropriate university bodies or personnel.

Section 6. The Council may receive proposals from any member of the University community on matters of Council concern. All proposed changes in the College that affect areas of Council concern must be submitted for consideration by the Council. Addition or elimination of departments, majors, concentrations or other programs that affect areas of Council concern shall not be considered complete without timely notice and the opportunity to review and make a recommendation by Council. The Council shall initiate proposals to advance its aims. Its actions shall be enforced by the Provost, the Deans of the College, Program Directors, and Department Chairpersons.

Section 7. In matters internal to the College, the Dean shall review the actions of Council. If the Dean agrees with the actions, they shall be communicated to the Provost for review. If the Provost agrees with the actions, they shall become the policy of the College.

If the Dean disagrees with the actions, the Dean shall provide written reasons for disagreeing to the Council. The Council may reaffirm its actions by a two-thirds vote. In this case, the Dean shall communicate the actions to the Provost for review. If the Provost agrees with the actions, they shall become the policy of the College.

If the Provost disagrees with Council actions, the Provost shall provide written reasons for disagreeing to the Council. If the Provost desires changes in any action of Council, such proposed changes must be submitted as a motion to Council.

Section 8. On matters involving two or more undergraduate colleges of the University, the Dean shall communicate the actions of the Council to the Provost for review. If the Provost agrees with the actions, they shall become the policy of the College.

If the Provost disagrees with Council actions, the Provost shall provide written reasons for disagreeing to the Council. If the Provost desires changes in any action of Council, such proposed changes must be submitted as a motion to Council.

Section 9. This Charter may be changed or amended by approval of three-quarters of all members of Council eligible to vote. If a member cannot be present, she or he may submit an absentee ballot to the Chairperson, who shall count it with the other votes, or the member may designate a proxy to vote on that change or amendment for the absent member.