College of Science Faculty Association
Constitution and Bylaws for Shared Governance

I Name, Purpose, and Membership.

1.1. Name. COSFA stands for “College Of Science Faculty Association” at Virginia Tech.

1.2. Purpose.

- COSFA provides a mechanism for College of Science (COS) faculty members to focus opinions, advocate collectively for change, and formulate recommendations to COS and University administrators regarding COS and University goals.
- COSFA facilitates open communication in COS and University governance.
- COSFA manages the selection of faculty members for college and university committees.
- COSFA encourages faculty members to engage in college- and university-level service.

1.3. COSFA Membership.

- COS professors (including research professors) of any rank and all full-time instructors with regular, unrestricted academic appointments are members. Faculty members must have served at least one full academic year at Virginia Tech to earn voting rights.
- Faculty and research counterparts who have restricted appointments (e.g., postdoctoral fellows; many research scientists) do not have membership/voting rights within the organization.

II Offices and Responsibilities

2.1. Executive Offices.

- The offices of Chair and Chair-Elect are intended to be served consecutively, by a single individual, for a term of one year for each office (a total of two years of service).
- The position of Chair-Elect is assigned to a specific department by COSFA. The specified department selects the faculty member to serve as Chair-Elect.
- A faculty member who has served for one year at Chair-Elect automatically becomes the Chair the following year.
- The terms of the Chair-Elect and the Chair begin on the first day of class in the Fall academic term.
- The Executive Committee comprises the Chair and the Chair-Elect.

2.1.1. Duties of the Chair.

- The Chair prepares the agendas for and presides over the COSFA Executive Committee meetings and regular membership meetings.
- The Chair maintains COSFA records and archives.
The Chair serves as a liaison between COSFA and COS and University administrations.

2.1.2. Duties of the Chair-Elect.

- The Chair-Elect serves as Chair if the Chair is unable to perform his or her duties.
- The Chair-Elect performs traditional Secretarial duties including notifying members of upcoming meetings, publishing meeting agendas, and conducting correspondence.

2.2. Responsibilities of the Executive Committee.

- The Executive Committee oversees any necessary committee assignments in the Spring academic term, ensuring that representation from COSFA meets college- and university-level obligations.
- During the Fall academic term, the Executive Committee re-certifies the distribution of committee assignments among COS departments (Table 1 shows an initial distribution with projections to 2010). In consultation with individual department chairs, the Executive Committee may modify this distribution at the request of a given department* and/or at the discretion of the Executive Committee but is charged to maintain a similar balance, maximizing the number of participating departments and ensuring a rotation of assignments among all departments.
- On January 15th, February 15th, and March 15th of the Spring academic term, the Executive Committee solicits appointments for all committees, councils, and commissions that require new membership from the heads/chairs of all COS departments.
- On or after March 15th of each year, the Executive Committee will assign new appointees.
- On April 1st of each Spring academic term, the Executive Committee will announce its appointments to COSFA members using email and by posting the appointments on the COSFA web site.
- Throughout the year, the Executive Committee makes interim appointments to fill committee vacancies as they arise. If no replacement is nominated by the specified department, the Executive Committee may seek appointees from other departments.

*(The Executive Committee will consider requests by departments to “trade off” specific committee assignments)

III College and University Level Committee Appointments.

3.1. The Role of Departments in Composing COSFA Committees.

- All COS departments have representation on COSFA committees.
- Departmental representation levels will be based on respective faculty populations. Units with 50 or more members (presently Math) will fill up to three positions. Units with 30 to 49 members (presently Chemistry and Biological Sciences) will fill up to 2 positions. Units with fewer than 30 members will fill 1 position.
- Departments are strongly encouraged to assign representatives when called upon unless they do not have eligible faculty members or they perceive an undue service burden.
- Departments decide internally how their COSFA committee representatives are selected.
- All COS departments eventually place faculty members into every college- and university-
level committee whose membership is managed by COSFA.

3.2. College and University Committees with appointments from COSFA (Table 1 describes the initial four years of departmental committee representation).

- **COSFA Executive Committee.** (See description in Article II).
- **COSFA Teaching Excellence Committee.** The Teaching Excellence Committee comprises no fewer than four and no more than six members, each serving two-year terms. The COS Dean may appoint one member. Recipients of Certificates of Teaching Excellence are automatically made Teaching Excellence Committee members for the following two years. Thus, the Teaching Excellence Committee will always comprise two members who served on the committee the previous year and up to four new members.
- **COSFA Personnel Committee.** The Personnel Committee comprises one tenured faculty representative from each COS department. The term is three years. Any Personnel Committee member who is up for promotion must give up his or her membership for that year. The Executive Committee may fill the vacancy (Section 2.2). The COS Dean may appoint up to three additional Personnel Committee members to ensure diversity, fair representation, and an odd number of voting members. The Personnel Committee elects its own chair.
- **COSFA Curriculum Committee.** The Curriculum Committee comprises one faculty representative from each COS department. The term is three years. The COS Associate Dean for Curriculum, Instruction, and Advising serves as a ninth, ex-officio Curriculum Committee member. Whereas the Curriculum Committee is concerned with graduate and undergraduate advising, degree programs, curricula, and academic standards, departments are encouraged, but not required, to assign either their graduate or undergraduate studies Director to the Curriculum Committee. The Curriculum Committee elects its own chair and nominates one of its members to serve a concurrent three-year term on the University Curriculum Committee for Liberal Education.
- **University Council.** One COFSA member is appointed to represent COS on the University Council for a three-year term. The Council helps the President formulate and implement policy.
- **University Commissions on Graduate Studies and Policies (UCGSP), Undergraduate Studies and Policies (UCUSP), Research (UCR), and Outreach and International Affairs (UCOIA).** One COSFA member is appointed to represent COS on each of these four Commissions, each for three-year terms. The four Commissions report to the University Council.
- **University Athletics Committee.** One COSFA member is appointed to represent COS on this Committee for a three-year term. The Athletics Committee reports to the University Commission on Undergraduate Studies and Policies
- **University Faculty Senate.** One COFSA member from each COS unit is appointed to the Faculty Senate. The term is three years. The Faculty Senate advises the Commissions, the University Council, the administration, and the Board of Visitors.

3.3. University Committees with nominees from the COSFA.

- University Committees are filled by appointment from the University President. For each of the following University Committees, COSFA forwards one nominee from among its
members to the Office of the President. All members of these committees serve three-year terms.

- **University Committee on Academic Support.** This committee reviews academic support policies, such as the university calendar, scheduling, registration, scholarships, financial aid, classroom management, and summer school. The Committee reports to the University Commission on Undergraduate Studies and Policies (UCUSP).

- **University Commencement Committee.** This committee reports to the Commission on Faculty Affairs.

- **University Library Committee.** This committee reports to the University Commissions on Graduate and Undergraduate Studies and Policies (UCGSP and UCUSP).

- **University Advisory Council on Strategic Budgeting and Planning.** This committee advises the President and the University Council on budgetary and planning matters.

### IV. Amendments.

- Proposed amendments should be introduced formally at a general membership meeting, scheduled by the Executive Committee (typically, in the Fall academic term).
- Proposed amendments are voted by electronic ballot using survey.vt.edu or other, similar secure methods.
- Amendments will be passed and incorporated into the bylaws if two thirds of eligible COSFA members who submit a ballot vote in favor of the amendment.
Table 1. COSFA Rotating Schedule of Appointments through 2010

<table>
<thead>
<tr>
<th>Committee</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
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<tbody>
<tr>
<td>Academic Support Chemistry</td>
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<td></td>
<td></td>
<td>Geosciences</td>
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<tr>
<td>Athletics</td>
<td></td>
<td></td>
<td></td>
<td>Biology</td>
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<tr>
<td>Commission on Research</td>
<td></td>
<td></td>
<td></td>
<td>Math</td>
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<tr>
<td>Commission on Undergrad Studies &amp; Policies</td>
<td></td>
<td></td>
<td></td>
<td>Psychology</td>
</tr>
<tr>
<td>Commission on Grad Studies &amp; Policies</td>
<td></td>
<td></td>
<td></td>
<td>Physics</td>
</tr>
<tr>
<td>Commission on Outreach &amp; International Affairs</td>
<td></td>
<td></td>
<td></td>
<td>Economics</td>
</tr>
<tr>
<td>University Council</td>
<td></td>
<td></td>
<td></td>
<td>Statistics</td>
</tr>
<tr>
<td>Library</td>
<td></td>
<td></td>
<td></td>
<td>Math</td>
</tr>
<tr>
<td>COS Chair</td>
<td>Geosciences</td>
<td>Biology</td>
<td>Math</td>
<td>Chemistry</td>
</tr>
<tr>
<td>COS Chair Elect</td>
<td>Biology (chair elect)</td>
<td>Math (chair elect)</td>
<td>Chemistry (chair elect)</td>
<td>Psychology (chair elect)</td>
</tr>
<tr>
<td>Univ. Advisory Council on Strategic Budgeting &amp; Planning</td>
<td>Geosciences</td>
<td></td>
<td></td>
<td>Biology</td>
</tr>
<tr>
<td>Commencement</td>
<td></td>
<td></td>
<td></td>
<td>Chemistry</td>
</tr>
</tbody>
</table>

- The number of appointments to be filled by each department for each cycle is dependent on the size of the faculty of each department (tenure track faculty and full-time instructors). Currently Math will be required to fill up to 3 positions, Biology and Chemistry will be required to fill up to 2 positions each, and all other departments will be required to fill one position (with the exception of Year 2007 in which Geosciences will designate an additional member to the University Advisory Council on Strategic Budgeting and Planning, so that when their COS Chair rotates out, they will still have an active department member on a committee).
- Committee assignments rotate until all departments have served on all committees.
### COSFA Committee Membership Roster
#### 2006-2007

<table>
<thead>
<tr>
<th>Role</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Tom Burbey (Geosciences)</td>
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<tr>
<td>Chair Elect</td>
<td>Robin Panneton (Psychology)</td>
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<tr>
<td>Teaching Excellence</td>
<td>Robin Panneton (Psychology)</td>
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<tr>
<td></td>
<td>Brent Opell (Biol Sciences)</td>
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<td>Kurt Hoffman (Psychology)</td>
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<td></td>
<td>Jill Sible (Biol Sciences)</td>
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<tr>
<td>Graduate Curriculum</td>
<td>Slimane Adjerid (Math)</td>
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<tr>
<td>Committee</td>
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<tr>
<td>Commission on Graduate</td>
<td>Tom Ollendick (Psychology)</td>
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<tr>
<td>Studies and Policies</td>
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<tr>
<td>Commission on Outreach</td>
<td>Ken Eriksson (Geosciences)</td>
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<tr>
<td>and International Affairs</td>
<td></td>
</tr>
<tr>
<td>Commission on Research</td>
<td>John Phillips (Biology)</td>
</tr>
<tr>
<td>Commission on Undergraduate Studies and Policies</td>
<td>Bob Wheeler (Math)</td>
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<tr>
<td>University Core Curriculum</td>
<td>Neil Hauenstein(Psychology)</td>
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<td>Committee</td>
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<tr>
<td>University Council</td>
<td>Mark Anderson (Chem)</td>
</tr>
<tr>
<td>Academic Support Committee</td>
<td>Joe Cowles (Biology)</td>
</tr>
<tr>
<td>Athletics Committee</td>
<td>Larry Taylor (Chemistry)</td>
</tr>
<tr>
<td>Commencement Committee</td>
<td>Bud Brown (Math)</td>
</tr>
<tr>
<td>Library Committee</td>
<td>Arthur Snokes (Geosciences)</td>
</tr>
<tr>
<td>University Advisory Council on Strategic Budget</td>
<td>Robin Panneton (Psychology)</td>
</tr>
</tbody>
</table>

### COS Promotion and Tenure
- Robert Stephens (Psyc)
- Mark Anderson (Chemistry)
- Khidir Hilu (Biology)
- Dom Rimstidt (Geosciences)
- Hans Haller (Economics)
- Jeff Vining (Statistics)
- Chris Beatty (Mathematics)
- Marvin Blecher (Physics)
- Nancy Lutz (Economics) representative on University P&T committee

### COS Curriculum
- Neil Hauenstein (Psyc)
- Brian Hanson (Chem)
- Brent Opell (Biol)
- Robert Tracy (Geosciences)
- Robert Gilles (Economics)
- George Terrell (Statistics)
- Slimane Adjerid (Mathematics)
- Leo Piilonen (Physics)
University Faculty Senate (COS representatives)
Martha Ann Bell (Psychology)
Jack Evans (Biological Sciences)
Tom Jenssen (Biological Sciences)
Richard Cothren (Economics)
Ken Eriksson (Geosciences)
Madeline Schreiber (Geosciences)
David Russell (Mathematics)
Margaret McQuain (Mathematics)
Sue Hagen (Mathematics)