

University of Delaware Associate in Arts Program

Bylaws

Statement of Values and Mission

The University of Delaware Associate in Arts Program (AAP) is an interdisciplinary and multidisciplinary associate degree program, housed within the College of Arts and Sciences (CAS), that includes coursework in humanities, history, social sciences, natural sciences, languages, and fine arts, and, therefore, employs a diverse faculty. With campuses located in northern and southern Delaware, the AAP serves primarily the state's students by affording them the opportunity to complete coursework for associate degrees while they complete breadth and general education requirements for the College of Arts and Sciences and the University. AAP students constitute a socio-economically and educationally diverse body of learners. The majority enjoy an uninterrupted transition from the AAP to a bachelor's degree program in the junior year, pursuing various majors on the Newark campus. Faculty who teach in the AAP commit a majority of their time and effort to preparing students to succeed in their transition to continue their education or to enter the workforce.

This document describes the policies and procedures by which the Associate in Arts Program of the University of Delaware operates to achieve its mission. AAP policies, procedures, and operations are subject to and must be consistent with those of the University and the College of Arts and Sciences. If there is any inconsistency between these AAP bylaws and the policies of the University or the College of the Arts and Sciences now or at any time in the future, the policies of the University and the College of Arts and Sciences shall supersede these bylaws.

Program Organization

Officers of the AAP

The **Director** of the AAP is the chief academic and administrative officer of the AAP, responsible for administering policies and procedures of the University, of the College, and of the AAP, and for representing the AAP within the College of Arts and Sciences, the University, and the community. The Director is responsible for the overall functioning of the AAP, including overseeing the AAP budget, administering faculty workloads, directing procedures of peer review, conducting annual appraisals of all AAP faculty, and any other duties delegated by the University or the College of Arts and Sciences. The Director's duties center on providing academic leadership; furthering a culture of collaboration and collegiality; shepherding suggestions and grievances from students, faculty, and staff through channels that guarantee a fair hearing; fostering transparency in departmental policies and procedures; and encouraging innovation in teaching, service, and research. The specific responsibilities of the Director are enumerated in the University of Delaware's Policy Guide for Department Chairs and Academic Program Directors. In accordance with University regulations, the Director is appointed by the Dean and serves at the pleasure of the Dean, the Provost, and the President. At

any time, the AAP faculty, by a majority vote of the total number of voting members of the AAP faculty, may petition the Dean of the College to review the performance of the Director.

The **Associate Director** shall be appointed annually by the Director to assist in the administration of the AAP, performing those duties assigned by the Director and communicated to the AAP faculty. In the absence of the Director, the Associate Director assumes responsibility for the administration of the Program. The Associate Director reports to the Director and serves at the pleasure of the Director, the Dean, the Provost, and the President.

The **Faculty Coordinators** are the chief academic and administrative officers of each campus of the AAP, responsible for administering policies and procedures of the University, the College, and the AAP; for overseeing the daily operations of the campus; for developing and organizing course schedules and course offerings for each semester and special sessions; for consulting with full-time faculty; for coordinating and managing adjunct faculty; and for representing the campus within the AAP, the CAS, the University, and the community. The Faculty Coordinators are appointed by the Director with the advice of the faculty, through a non-binding vote of the AAP faculty for whom that campus is the location of their primary appointment, and serve at the pleasure of the Director, the Dean, the Provost, and the President. At any time, the campus faculty, by a majority vote of the total number of voting members of the AAP faculty for whom that campus is the location of their primary appointment, may petition the Director to review the performance of the campus Faculty Coordinator.

The **Safety Officers** conduct safety inspections of the teaching laboratories on a regular basis and serve as the liaison to the University of Delaware Office of Environmental Health and Safety. The Director shall appoint one safety officer for each campus.

Faculty

The AAP faculty shall make recommendations on the establishment of curricula and courses and on the educational and academic policies of the AAP. The AAP faculty shall participate in the periodic review of the Director, the Associate Director, and the Faculty Coordinators. The AAP faculty shall be comprised of all continuing-track faculty, temporary full-time faculty, adjunct faculty, tenure-track faculty, and faculty from other departments that have joint appointments in the AAP.

Committees

Standing Committees

The **Executive Committee** shall be a standing committee and consists of the AAP Director, the AAP Associate Director, the Faculty Coordinators of each campus, a faculty representative from each campus, and one at-large faculty representative, all of whom are voting members of the committee. The Chair of the Executive Committee shall be the AAP Director.

The faculty representative from each campus shall be elected by the faculty members of that campus by a majority vote of the total number of voting members of the AAP faculty for whom that campus is the location of their primary appointment. Each campus faculty representative shall serve a term of two years. Elections will be held in May or as soon as possible thereafter. The term of office will begin on July 1 and end on June 30. There are no term limits for the campus faculty representatives. The at-large faculty representative shall be elected by a majority vote of the total number of voting members of the AAP faculty. The at-large faculty representative shall serve a term of two years. Elections will be held during the month of May or as soon as possible thereafter. The term of office will begin on July 1 and end on June 30. There are no term limits for the at-large faculty representative. If a campus faculty representative or an at-large faculty representative cannot complete their term, a special election will be held to elect a faculty member to serve the remainder of the term. The Executive Committee shall meet at least two times during the fall semester and two times during the spring semester of each academic year. The AAP Director, as Chair of the Executive Committee, is responsible for calling these meetings and any additional meetings as they deem necessary for the effective administration of the program. Any member of the Executive Committee may request that the Director call an additional meeting. A tentative agenda for each meeting will be prepared by the Director and distributed to the members of the Executive Committee at least one week before each meeting. Any member of the Executive Committee may request that items be added to the agenda. For purposes of this committee, the committee year begins on July 1 and ends on June 30. Minutes of each meeting must be taken and promptly circulated to all full-time faculty. At the first meeting of the committee year, one member of the committee will be selected as the taker of the minutes for that committee year. At the first meeting of the committee year, one elected member of the committee will be selected as the administrator of elections and electronic voting for that committee year.

The responsibilities of the Executive Committee include, but are not limited to, the following:

- Overseeing and receiving reports from all other standing committees and all ad hoc committees
- Coordinating the functioning of all other standing committees and all ad hoc committees
- Approving the formation of all ad hoc committees
- Approving the membership and chair of all other standing committees and all ad hoc committees
- Overseeing the development and maintenance of all AAP documents
- Approving hiring proposals for the AAP
- Discussing budgetary issues and planning

- Reviewing and discussing faculty sabbatical requests
- Conducting elections and administering (or delegating the administration of) all electronic voting by faculty
- Adding items to the agenda for faculty meetings
- Reporting to the faculty at each faculty meeting

The **Promotion Committee** shall be a standing committee, the members of which will be proposed by the AAP Director, approved by the Executive Committee by a majority vote of the total number of members, and elected by the faculty by a majority vote of the total number of voting members of the AAP faculty. The membership, the term of office of the members, and the responsibilities and procedures of the Promotion Committee are set forth in the Promotion Document, a document that can be modified by the faculty by a majority vote of the total number of voting members of the AAP faculty, subject to the approval of the CAS dean, the CAS Committee on Promotion and Tenure, the University Committee on Promotion and Tenure, and the Provost. At the end of each promotion cycle, the committee will provide to the Executive Committee a written report indicating the committee's activities during that academic year.

The **Peer Review Committee** shall be a standing committee. The members of the committee and the designation of the chair of the committee will be proposed by the AAP Director and approved by the Executive Committee by a majority vote of the total number of members. The membership, the procedures for selecting the members, the term of office of the members, and the responsibilities and procedures of the Peer Review Committee are set forth in the Peer Review Protocol, a document that can be modified by the faculty by a majority vote of the total number of voting members of the AAP faculty. At the end of the peer review cycle, the committee will provide to the Executive Committee a written report indicating the committee's activities during that academic year.

The **Teaching Committee** shall be a standing committee composed of at least five faculty members, ideally with at least one member representing each campus. The members of the committee and the designation of the chair of the committee will be proposed by the AAP Director and approved by the Executive Committee by a majority vote of the total number of members. The term of office is one year. The term will begin on September 1 and end on August 31. There are no term limits. The committee shall meet at least one time during the fall semester and one time during the spring semester of each academic year. At the end of each term, the committee will provide to the Executive Committee a written report indicating the committee's activities during that academic year. This committee will create, assess, and report on learning goals for the AAP.

The responsibilities of the Teaching Committee include:

- Developing and maintaining learning goals for the AAP
- Creating and employing assessment strategies to measure those goals
- Leading discussions related to excellence in teaching
- Assessing and evaluating course availability
- Assessing and evaluating issues of course modality
- Facilitating peer-to-peer voluntary classroom observations for all full-time faculty and adjunct faculty
- Discussing the uses and optimization of student course evaluations
- Reporting their findings to the faculty

Note: It is not the responsibility of this committee to evaluate the teaching of any individual faculty member or course.

The **Academic Programming Committee** shall be a standing committee composed of at least five faculty members, ideally with at least one member representing each campus. The members of the committee and the designation of the chair of the committee will be proposed by the AAP Director and approved by the Executive Committee by a majority vote of the total number of members. The term of office is one year. The term will begin on July 1 and end on June 30. There are no term limits. The committee shall meet at least one time during the fall semester and one time during the spring semester of each academic year. At the end of each term, the committee will provide a written report to the Executive Committee indicating the committee's activities during that academic year.

The responsibilities of the Academic Programming Committee include:

- Creating, planning, and implementing extracurricular activities that support learning and academic engagement, for example: speaker series, trips, and community service or engagement activities
- Encouraging student participation in extracurricular learning and community engagement events

- Coordinating activities with staff members and other University programs and offices
- Reporting their activities to the faculty

Search Committees

When the Dean grants permission to search for a new faculty member, the Director shall appoint a Search Committee composed of AAP faculty. When selecting the members of the search committee, the Director may take into consideration the background and expertise of the faculty member, the home campus of the faculty member, the rank of the faculty member, and any other factors relevant to achieving the goal of ensuring a diverse and committed group. The Director may also request faculty from the Newark campus to serve as external members of the Search Committee to augment the expertise of the committee. The Search Committee shall conduct the search in accordance with all policies of the University that govern such searches and shall give the entire AAP faculty ample opportunity for input during the search process. After evaluation of the applicants and consideration of faculty input, the Search Committee must develop a short list of candidates whom the Committee deems acceptable for the position, indicating the order of preference of those candidates, and then present their short list to the full-time faculty for their consideration. The full-time faculty will vote on whether or not to approve each of the candidates on the shortlist and then submit the results to the Director. Upon approval of one or more of the candidates on the short list by a majority of the total number of voting members of the AAP faculty, the Director may recommend one or more of the approved candidates to the Dean. Alternatively, the Director may choose not to recommend any of the candidates to the Dean. If the Director does recommend a candidate, the Director will request permission from the Dean, and any other required CAS and University officials, to make and negotiate the offer with the chosen candidate.

Other Committees

As the need arises, the Director, with the approval of the Executive Committee, may create and appoint the members of other committees on an ad hoc basis to handle particular matters or to discharge particular obligations.

Program Operation

Statewide AAP Meetings

The AAP shall hold at least one statewide meeting for full-time faculty every semester to consider matters of program policy. Additional meetings for full-time faculty may be scheduled by the Director, with the approval of the Executive Committee, as they deem appropriate for the effective administration of the program. At least once every semester, the AAP shall hold a statewide meeting for full-time faculty, adjunct faculty, and staff.

Scheduling

The Director, with the approval of the Executive Committee, shall determine the date of the statewide AAP meetings.

Agendas

A tentative agenda will be prepared by the Director and distributed to the faculty at least one week before each meeting. Prior to the scheduled meeting, the Executive Committee, by a majority vote of the total number of members, may add items to the agenda. Prior to the scheduled meeting, any voting member of the AAP faculty may request that the Executive Committee add items to the agenda, including votes on any matter of business.

Minutes

Minutes must be taken at each statewide AAP meeting and promptly circulated to the full-time faculty. The minutes must be subjected to an approval vote at the next statewide AAP meeting. At each statewide AAP meeting, the Director will request that a faculty member volunteer to take the minutes. If no faculty member volunteers, the Director shall appoint a faculty member to take the minutes for that meeting.

Voting

Faculty holding full-time or joint appointments in the AAP, including continuing-track faculty, tenure-track faculty, temporary full-time faculty, and faculty from other departments that have joint appointments in the AAP provided that at least $\frac{1}{2}$ of the joint appointment is held in the AAP, may attend, participate in, and vote at all full-time faculty meetings and on all program matters. Adjunct faculty and faculty holding part-time appointments in the AAP may attend and participate in the designated statewide meetings and all campus-wide meetings but do not have voting privileges and shall be excused from confidential discussions.

The faculty shall vote on matters relating to the general administration of the AAP, including but not limited to approval of AAP documents and membership of AAP committees as indicated in these bylaws and supporting AAP documents.

Voting Procedures

A voice vote is sufficient for the approval of the minutes of the prior meeting and the approval of the agenda for the current meeting. All other votes must be by a specific count, either through a show of hands, a paper ballot, or an electronic ballot. Prior to the vote, any

voting member of the faculty may call for a paper ballot or an electronic ballot. If the ballot is electronic, any voting member of the AAP faculty, including those members not present at the meeting in which the matter was discussed, may cast an electronic ballot. Business will not be voted on during the meeting in which it is discussed for the first time.

Decisions

Except where otherwise specified, binding decisions require a majority of the total number of voting members of the AAP faculty. The AAP faculty make binding decisions concerning all matters of program policy, except those matters that are reserved to other individuals or academic units pursuant to College or University regulations or those matters specifically delegated to other individuals or groups pursuant to these bylaws. Decisions by the faculty of an individual campus require a majority of the total number of the voting members of the AAP faculty for whom that campus is the location of their primary appointment. Decisions by AAP committees require a majority of the total number of committee members.

Campus-wide AAP Meetings

Each AAP campus must hold a meeting at least once a year. The Faculty Coordinator will determine the date of the meeting, the agenda for the meeting, and the operating procedures for the meeting.

AAP Documents

Changes to AAP documents, the AAP Promotion Document, the AAP Peer Review Protocol, the AAP Workload Document, the AAP Faculty Mentoring Protocol, and any other documents required by the University or the College of Arts and Sciences, with the exception of these bylaws, may be made by a majority of the total number of the voting members of the AAP faculty, subject to the approval of the CAS dean, the CAS, and the University.

Amendments to the Bylaws

These bylaws of the AAP may be amended, after discussion at a meeting of the AAP faculty, by a two-thirds majority of the total number of the voting members of the AAP faculty.

Revised bylaws passed by a 19-0 electronic vote, November 24, 2025
Revised bylaws passed by a 20-0 electronic vote, May 8, 2020