

UNIVERSITY OF DELAWARE  
ASSOCIATE IN ARTS PROGRAM  
BY-LAWS

## 1.0 INTRODUCTION

The Associate in Arts (AA) Degree Program has been established at the UD Academic Centers on the campuses of Delaware Technical & Community College in Wilmington, Dover, and Georgetown. The AA degree indicates that the student has completed approximately half of a Bachelor of Arts (BA) degree program at the University of Delaware and guarantees eligibility to continue study for a University of Delaware BA degree. Like its predecessor, the Parallel Program, the AA program provides high quality instruction, close liaison with campus academic departments, and small class sizes, close supervision, academic advisement and counseling.

This document describes the policies and procedures by which the AA Program of the University of Delaware operates to achieve its mission. AA Program policies, procedures, and operations are subject to and consistent with those of the University and of the College of Arts and Sciences.

## 2.0 PROGRAM ORGANIZATION AND OPERATION

### 2.1 Officers of the Program

2.1.1 The **Director** of the AA Program is the chief administrative officer of the AA Program, responsible for administering policies and procedures of the University and of the AA Program as a whole, for providing academic leadership, and for representing the AA Program within the College and the University. 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 Provost and serves at the pleasure of the Dean, Provost, and the President

2.1.2 The Director may also appoint an Associate Director to assist in the administration of the Program. This individual will report to the Director and will serve at the pleasure of the Program Director, Dean, Provost, and President.

2.1.3 The **Faculty Coordinators** are the chief administrative officers of each campus of the AA Program, responsible for administering policies and procedures of the University and of the AA Program, for developing and organizing courses of study, and for representing the campus within the Program. The Faculty Coordinators are appointed by the Program Director with the advice of the faculty, and serve at the pleasure of the Program Director, Dean, Provost and President.

2.1.4 At any time the program may petition the Provost of the University to review the performance of the Director of the Program. Any such petition requires a majority (51%) of the voting members of the Program. The program faculty of each Academic Center with a majority vote (51%) may also petition the Director of the Program to review the performance of the Faculty Coordinator.

2.1.5 The Program faculty shall (1) make recommendations on the establishment of curricula and courses; (2) make recommendations on the educational and academic policies of the Program; and (3) participate in the periodic review of the Program Director and Faculty Coordinators. The AA Program faculty shall be comprised of all tenure-track faculty, one-year, non-tenure track faculty, temporary faculty, adjunct faculty, and faculty from other departments who have joint appointments in the program.

## 2.2 Standing Committees

2.2.1. The **Academic Advisory Committee** consists of the Program Director, the Campus Coordinators, and, if they wish, the campus student advisors (all serving ex-officio, without voting privileges), and a representative and an alternate from each campus. At least one of committee members shall be at the rank of an associate or a full professor. The faculty representatives will serve no longer than three consecutive years. The Academic Advisory Committee shall meet as often as necessary but at least once every three months. The Advisory Committee advises the Program Director concerning the general administration of the program.

2.2.2 The **Committee on Promotion** See Section 3.1.

2.2.3. The **Enrichment Committee** oversees and, when appropriate, seeks funding for the program's occasional lectures and readings and other enrichment activities. Membership consists of faculty members from each campus. The Program Director and the Campus Coordinators are ex-officio members.

2.2.4 The **Safety Committee** is comprised of three members, one from each campus with the member who has the longest tenure serving as chair. The committee members will carry out safety inspections of the teaching laboratories of their respective campuses. This includes injury reporting and safety promotions such as the safety poster program. The committee members will also be responsible for the Right-To-Know training program on their campus as required by the State of Delaware Right-To-Know law and the OSHA-mandated Chemical Hygiene Plan. Each member will submit an annual report to the chair who then submits a combined report to the Director of the Department of Occupational Health and Safety on the Newark Campus by June 30 of each year.

2.2.5 When the Provost grants permission to search for a new faculty member, the Director of the Program appoints a **Search Committee** composed of AA faculty whose

background and expertise are the closest to the job description being advertised. If necessary, 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 proceeds to conduct the search in accordance with all policies of the University that govern such searches. Every opportunity for input should be given to the entire AA Program faculty during the search process. When the search is appropriately completed, the Search Committee presents to the Program Director at least two candidates who the Committee deems acceptable for the position. The Committee may or may not choose to rank-order the candidates. The Director may recommend one of the candidates to the Dean and/or Provost. Alternately, the Director may choose not to recommend any of the candidates to the Dean and/or Provost, thus creating a failed search. If a candidate is recommended, the Director will request permission from the Dean and/or Provost along with Human Resources and Affirmative Action to make and negotiate the offer with the chosen candidate.

### 2.3 Program Meetings

In accordance with the by-laws of the College of Arts and Sciences, each campus of the Program and the whole program shall hold at least one meeting every semester to consider matters of program policy.

*Scheduling.* The Program Director, in consultation with the Advisory Committee, shall determine the best date of the meetings.

*Agendas.* Each meeting follows an agenda prepared by the Program Director, Campus Coordinators, and/or the Advisory Committee and circulated. Any voting member of the Program may, prior to a scheduled meeting, request that items be placed on the agenda. Such agenda items are considered as old business and may be brought to a vote at the meeting during which they are introduced. The meeting may discuss any new business introduced from the floor, but may not take any action on new business. Such business is included on the agenda of the next meeting.

*Voting privileges.* Persons holding full-time or permanent appointments in the Program may attend, participate in, and vote at all program meetings. Faculty holding part-time or temporary appointments in the program may attend and participate in all meetings but do not have voting privileges and are excused from confidential discussions of personnel matters.

*Voting procedures.* A secret ballot may be called for by any voting member present. The Director may call for an electronic vote on any program matter.

*Decisions.* Except where otherwise specified, binding decisions require a simple majority of those voting, whether in person, by e-mail, or by paper ballot. More than half the voting members of the program must participate for a vote to be valid. Through such votes, the program makes binding decisions concerning all matters of program policy

except those matters reserved to other persons or academic units by virtue of College or University regulations and those matters specifically delegated to other persons or groups by these Policies and Procedures.

### **3.0 PROMOTION AND REVIEWS**

3.1 The program's promotion procedures and timetables must comply with all College and University procedures and timetables as stipulated in the most recent version of the University of Delaware Faculty Handbook and with the Program's Policy on Promotion.

3.2 The Committee on Peer Review and Promotion establishes, in consultation with the Director, protocols and procedures for promotion and peer review; and examines Program policies and documents pertaining to promotion and peer reviews, making recommendations for changes to the Program's faculty as a whole. See the Program's document on promotion.

3.3 Faculty are reviewed for contract renewal at intervals stipulated by the University of Delaware Policies and Procedures Manual.

### **4.0 AMENDMENT**

These Policies and Procedures may be amended at a duly constituted program meeting by a two-thirds majority of the voting members of the program.