

**BYLAWS of the JUNIOR FACULTY ADVISORY BOARD of the FACULTY OF ARTS &
SCIENCES, COLUMBIA UNIVERSITY**

The Junior Faculty Advisory Board (JFAB) is a standing committee of the Faculty of Arts & Sciences at Columbia University (A&S), created to support tenure-track Assistant and Associate Professors in the Faculty of Arts & Sciences (junior faculty) in their relations with the University.

A. FUNCTIONS

- (1) The JFAB serves as a standing forum through which junior faculty in A&S can share and discuss their welfare and experiences, and to which junior faculty may turn for peer advising and assistance.
- (2) The JFAB represents junior faculty's interests, articulates their concerns, and makes corresponding policy suggestions through conversations with university administrators, other committees of faculty governance, the University Senate, and department/program chairs.
- (3) In conjunction with administrative offices, the JFAB organizes events and provides resources for junior faculty so as to share information and experiences concerning all aspects of life at Columbia.
- (4) The JFAB recommends amendments to these bylaws subject to ratification by a simple majority of junior faculty in A&S who cast their vote.

B. PROCEDURES

- (1) The JFAB will create its own procedures to consult widely among the community of junior faculty in the A&S at Columbia.
- (2) The JFAB will meet according to a schedule that it deems necessary for its work, but at least twice per semester.
- (3) The JFAB or its officers will meet at least once per semester with the Policy and Planning Committee (PPC) to report on junior faculty's concerns and any other issues the JFAB or the PPC wants to discuss.

(4) The JFAB or its officers will meet at least once per semester with the Executive Vice President for Arts & Sciences to report on junior faculty's concerns and any other issues the JFAB or the Executive Vice President want to discuss.

(5) The JFAB or its officers will be available to meet with the committee of the department chairs, members of the A&S Executive Committee, the Provost, and other members of University Administration to discuss junior faculty's concerns.

C. MEMBERSHIP

(1) The JFAB will consist of six elected members and an elected chair.

(2) The elected members must consist of two from the humanities division of A&S, two from the natural sciences division of A&S, and two from the social sciences division of A&S.

(3) The elected members of JFAB must be in at least their second counted year of service at Columbia University and must be full-time tenure-track faculty, as defined in the Standing Rules of the Faculty of Arts & Sciences.

(4) The elected chair may be appointed to any of the three divisions of A&S.

(5) The elected chair must be an Associate Professor with tenure in A&S and must have been previously employed as an untenured Assistant Professor or Associate Professor in A&S.

D. ELECTIONS and TERMS OF OFFICE

(1) JFAB members and the JFAB chair may be nominated for election by themselves or by other junior faculty.

(2) JFAB members and the JFAB chair shall be elected by electronic vote of all junior faculty in A&S. Elections will be conducted in May each year. A simple majority will determine the outcome of each election.

(3) JFAB members shall serve terms of two years, with the term of office running for 24 months from July 1 in the year of election.

(4) JFAB members may serve more than one term, but may not serve consecutive terms.

(5) In the case of leaves of absences, elected members may serve terms of less than two years.

(6) In the event that a JFAB member cannot complete their term, an alternate shall be appointed by majority vote of the remaining JFAB members. The JFAB chair shall not vote in the election to choose an alternate member.

(7) The JFAB chair shall serve a term of one year, with the term of office running for 12 months from July 1 of the year of election.

E. VOTING and MINUTES

(1) The JFAB shall strive to reach consensus in all its decisions and to conduct its business in a collegial manner and in a spirit of solidarity with all junior faculty in A&S.

(2) When consensus cannot be reached, decisions shall be made by simple majority vote among the elected members and the chair. Absentee votes will be collected by means of an electronic mail sent to all members and the chair.

(3) No vote shall be deemed binding in the absence of a quorum, which shall be defined as four members and the chair.

(4) JFAB shall keep minutes of all meetings, which shall be distributed to the members and chair within one week and subject to a vote of approval at the subsequent meeting. Minutes shall be made available to any junior faculty member in A&S on request.