



Krieger Leadership Assembly of the Krieger School of Arts and Sciences Bylaws

Effective July 1, 2026

Article I: Name

The “Krieger Leadership Assembly” shall be the official name of this committee.

Article II: Purpose

The Krieger Leadership Assembly (KLA) is a connective, collaborative, and operational advisory body within the Krieger School of Arts and Sciences whose purpose is to bring faculty, administration, and staff representatives together to consider faculty, staff, and student interests for the development and review of policies and issues that affect the Krieger School of Arts and Sciences (KSAS) as a whole, facilitating a culture of shared governance and service. The body consists of the KLA Plenary and its KLA Agenda-Setting Committee, as well as the KLA Staffing and Service Committee (SSC). The KLA, which consists of 26 voting members with a representative range of disciplines and roles, plays a critical role in decision-making within KSAS.

Article III: Membership

The KLA shall consist of 26 voting members and several non-voting members from the Dean’s office. The members of the KLA shall be apportioned as follows:

Voting members:

- a. The Dean of KSAS (1) is an *ex officio* voting member and Chair of the KLA.
- b. Two (2) chairs from KSAS departments, one from the Natural Sciences and one from the Humanities or Social Sciences, each elected by the Council of Chairs.
- c. All elected members of the Executive Committee of the Krieger School Academic Council (KSAC) (currently 9). The numbers of representatives from KSAC shall update automatically if the number of members of this body changes.
- d. All members of the Faculty Senate (currently 15). The numbers of representatives from the Senate shall update automatically if the number of members of this body changes.

- e. Two members of the Krieger Staff Council (the Chair and the Parliamentarian).

Non-voting members:

Members of the Dean's senior cabinet chosen by the Dean will each be *ex officio*, non-voting members. The Dean of KSAS may also appoint up to two additional members of the Dean's Office staff (whether faculty or academic-administrative personnel) to serve as *ex officio* non-voting members of the KLA.

Term:

Membership of the KLA is established by mid-June of previous academic year, so agenda-setting committee and plenary are already in place at the start of each academic year. Faculty Senate, KSAC, and Staff Advisory Council Executive Committee members of the KLA shall serve terms concurrent with the terms they serve on their elected bodies. The Council of Chairs representatives shall serve one-year terms, renewable for up to two additional years for a total of three years on the KLA.

Article IV: Meetings

The KLA will meet twice per semester (once at the beginning and once at the end of each semester) at dates to be determined by the KLA Agenda-Setting Committee. Additional meetings can be scheduled as needed. Special meetings of the KLA may be held at any time if called by the Dean, the Chair of the Faculty Senate, the Secretary of KSAC, or five (5) other members of the KLA. Written notice stating the place, date and time of any special meeting of the KLA shall be delivered electronically by the Chair of the KLA to each member of the KLA within 24 hours for discussion of item(s). Members will be given 48-hours notice for meetings requiring action item(s). A quorum for meetings of the KLA shall consist of two-thirds of its voting members. There shall be no votes by proxy. A simple majority of all members present and voting shall be required to adopt all motions.

Deans and KLA Agenda-Setting Committee will confer and invite guests from University Administration or elsewhere to the KLA Plenary.

Each body represented (Staff Council, Senate, KSAC, Council of Chairs) will have a short standing agenda item for reporting out, as well as the opportunity to coordinate on collective agenda items through KLA Agenda-Setting Committee.

Article V: Officers

The officers of the Assembly shall be the Dean of KSAS, who acts as Chair, the Chair of the Faculty Senate and the Secretary of KSAC.

The Dean of KSAS will set the agenda for meetings in consultation with the KLA Agenda-Setting Committee.

Article VI: Committees

The KLA Plenary may refer matters to KSAC, Senate, Staff Advisory Council, and Council of Chairs as whole bodies or subcommittees for further consideration, and vice versa. It may also recommend the creation of Faculty Senate Shared Standing Committees to address ongoing matters and Faculty Senate Shared Ad-Hoc Committees to address unique issues as needed. The latter shall be limited in term and shall disband upon completion of their assigned task(s). Faculty Senate Shared Committees will be co-chaired by one member of the Dean's Office and one member of the Faculty Senate.

KLA Agenda-Setting Committee:

The purpose of the KLA Agenda-Setting Committee is to distill and prioritize the flow of information and concern from faculty to administration, from administration to faculty, and from elected bodies to each other; to collaborate on setting the KLA agenda with input from other KSAS stakeholders including students; and to secure relevant guests to share or receive information and perspectives (example: OGC; Provost's Office).

The KLA Agenda-Setting Committee is chaired by the KSAS Dean and includes the Senate Steering Committee Chair and an additional Steering Committee Member, the KSAC Secretary and additional KSAC Executive Committee Member from among the KSAC At-Large members, the Chair of the Krieger Staff Council, a Vice Dean, and the Chief of Staff. It meets twice per semester, two weeks prior to each KLA Plenary meeting.

KLA Staffing and Service Committee:

The purpose of the KLA Staffing and Service Committee (SSC) is to coordinate with the Senate, KSAC, and other bodies on both elections and committee assignments, and will be kept informed of all elected and appointed faculty and staff service roles so as to be mindful of workload and representation. The SSC will serve as the clearinghouse for identification of faculty for service in all manner of committees. The SSC will aim to

encourage participation in shared governance and thoughtful and equitable distribution of the responsibilities of service. It will also advise the deans on recognition of service workloads. The SSC brings together the Deans, Senate, and KSAC to advise on staffing non-elected positions across KLA, Senate Shared Committees, KSAC, KSAS more broadly, and at the university level; to consult/coordinate with Senate Nominations Committee and KSAC Administration, Elections, and Bylaws Committee on elections in Senate and KSAC; and to provide a holistic overview of service obligations in the school. The SSC will also coordinate and communicate with Council of Chairs and Directors of Centers, Programs, and Institutes (CPIs) on service roles and KSAS culture of service. The SSC will meet four times per year (and ad hoc as necessary); once in summer (finalizing for AY), once in winter (preparing for Senate and KSAC elections), once mid-semester each semester. Work will also be conducted by email, particularly in the Spring semester, to finalize staffing of Senate Shared Committees for June Faculty Senate meeting (first meeting of AY) and other committees for coming AY.

Chaired by a Vice Dean, the SSC will be composed of 1 tenured faculty member from the Senate Steering Committee, 1 additional Professor from the Senate, the KSAC Secretary, 1 tenured faculty member from KSAC ARA, 2 Vice Deans, and 1 TRP faculty member from either the KSAC TRP Committee or the Senate. Incoming Senate and KSAC representatives will be elected by the representative bodies or committees they represent. The outgoing SSC will work with the KSAC TRP Committee and the Senate Shared TRP Committee to identify TRP faculty who are eligible to be members of the SSC. The SSC will decide whether its TRP member will come from the Senate or from the KSAC TRP Committee.

In 2026, an interim SSC will be stood up by February 2026 as a joint effort of the Deans' Office, HAC and the Faculty Senate to collaborate with KSAC and Senate on their elections, and to coordinate with HAC on staffing the Case Oversight Standing Subcommittee. This interim SSC, chaired by the Executive Vice Dean, will be composed of the HAC current and prior KSAS HAC Secretaries, the Senate current and prior chair, a TRP Faculty Senator, and two VDs. This interim SSC will dissolve on June 1, 2026, when the AY26-27 SSC is officially stood up.

The composition of the KLA Plenary, KLA Agenda-Setting Committee, KLA Staffing and Service Committee, and Senate Shared Committees will ordinarily be finalized in June of the previous academic year, and all committees will be in place by the first meeting of the academic year.

Article VII: Minutes

A Faculty Affairs representative named by the Dean's Office shall be responsible for the preparation of fair and accurate minutes of each KLA Plenary meeting. Provisional KLA minutes are made public a week after meeting, then formally approved by full KLA at next meeting. Copies of the provisional and approved minutes shall be maintained in the Office of the Dean and posted electronically on the KSAS website.

Article VIII: Amendment of the Bylaws

These Bylaws may be amended by a two-thirds vote at a regular or special meeting. Proposed amendments must be circulated in writing at least one week in advance of such a meeting.

Article IX: Review of the Bylaws in January 2028

After the first eighteen months of KLA's operation, the Agenda Setting committee shall revisit the KLA bylaws, which it may decide to alter in light of its experience. Alterations to the Bylaws shall proceed according to the rules specified in Article VIII (Amendment of the Bylaws).