

BY-LAWS & APT CRITERIA

THE HOWARD UNIVERSITY SCHOOL OF DIVINITY

HU Board Approval¹: NOVEMBER 7, 2025

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BY-LAWS & APT CRITERIA

The Howard University School of Divinity

November 7, 2025

Article I - Organization

In order to provide for the attainment of the objectives established by the Faculty, the following organization is established:

Section I - Composition

The Faculty shall be composed of the President of the University, the University Provost, the Dean, the Associate Dean (if that individual holds a faculty appointment), professors, associate professors, assistant professors, full-time temporary lecturers, adjunct lecturers, and the Divinity Librarian.

Section 2 - Student Representation

The Student Body of the School of Divinity shall be represented at Faculty meetings by one representative, or their alternate chosen in accordance with the procedures of the student organization and these By-Laws. One member from the student body shall be a member of all standing committees except the Executive Committee, the Appointments, Promotions, and Tenure Committee, the Faculty Grievance Committee, the Honors and Awards Committee, the Judiciary Board and the Appellate Board and in those instances when the Faculty convenes in an executive session. Student representatives shall be notified in advance of meetings and receive minutes of meetings, excluding minutes relating to finance, tenure, promotions, and appointments, personnel matters, faculty evaluations, and student records. Likewise, student representatives may not participate in faculty meetings or faculty deliberation related to finance, tenure, promotions, and appointments, personnel matters, faculty evaluations, and student records.

Section 3 - Voting Rights and Procedures

Voting rights shall be as specified in the Howard University Faculty Handbook. To the extent where permitted, all full-time Faculty shall have the right to cast one vote on matters coming before the Faculty. Part-time faculty members shall have the right to vote in proportion to the full-time equivalency of their appointment if permitted by the Howard University Faculty Handbook currently in force. Faculty on sabbatical or other leave shall have voice but not vote at Faculty meetings. The

chairperson or presiding vice-chairperson shall vote only in case of a tie vote. Faculty members who are unable to attend a Faculty meeting because of illness or other commitments, who have their absence excused in advance of that meeting by the Dean, are permitted to record their vote on motions that have been submitted to the Faculty at least 24 hours before said Faculty meeting.

Section 4 - Faculty Meetings

Regular meetings of the Faculty shall be held in alternate months during the academic year beginning in August and ending in May. Special meetings of the Faculty may be called by the Dean or, in the absence of the Dean, the Associate Dean, at such time as circumstances warrant. Special meetings of the Faculty shall be called by the Dean or, in the absence of the Dean, the Associate Dean upon written request by any three members of the Faculty, who must state the purpose for such a meeting. Notices of special meetings, stating the date, time, place, and purpose shall be issued by the Dean or Associate Dean at least 24 hours preceding each such meeting, except in extreme emergencies. The Dean or Associate Dean shall prepare and distribute an agenda of business to be transacted at each meeting at least 24 hours prior to each meeting.

Section 5 - Conduct of Faculty Meetings

The quorum necessary for all meetings shall consist of a simple majority of all faculty members, excluding faculty members on leave, with part-time faculty included at full-time equivalency. The adoption of motions shall require the approval of a simple majority of those voting, unless otherwise specified in these By-Laws. *Robert's Rules of Order Newly Revised*, current edition, shall control all proceedings unless otherwise provided in these By-Laws.

Article II - Officers

The Faculty shall be served by a Chairperson, a Vice-Chairperson, and a Secretary. The Chairperson and the Vice-Chairperson serve by virtue of their offices. The Secretary shall be elected by majority vote of the Faculty at the first fall semester meeting. The Faculty Secretary shall serve for a term of two years, with a maximum of two successive terms.

Section 1 - Chairperson

The Dean of the School of Divinity shall serve as the Chairperson of the Faculty and shall preside over all regular and special meetings of the Faculty.

Section 2 - Vice Chairperson

The Associate Dean shall serve as the Vice Chairperson of the Faculty and shall preside over meetings of the Faculty in the absence of the Chairperson and shall perform such other duties as the Chairperson shall delegate.

Section 3 - Secretary

The Secretary shall be responsible for recording and maintaining a complete file and recording of all documents and minutes affecting Faculty activities. Minutes shall be distributed to the Faculty by the Secretary prior to the next regular meeting of the Faculty.

Article III - Committees

The Faculty shall operate through standing and specially appointed committees. The standing committees are as follows: Academic Affairs Committee, the Appointments, Promotions, and Tenure Committee, the Continuing Education Committee, the Executive Committee, the Faculty Grievance Committee, the Field-Based Studies Committee, the Honors and Awards Committee, the Journal of Black Religious Thought Editorial Committee, the Judiciary Board and the Appellate Board, the Lectures and Convocation Committee, the Library and Educational Technology Committee, the Outcomes Assessment Committee, and the Student Grievance Committee.

Section 1 - Procedure

Unless otherwise stated in these By-Laws or the Faculty Handbook, all full-time faculty members shall be eligible to serve on any committee. Standing committees shall each be composed of three to five faculty members unless otherwise provided in these By-Laws. The members of all standing committees shall be elected annually at the first Fall Semester meeting of the Faculty. Vacancies shall be filled as they occur by election at Faculty meetings. Wherever possible, no faculty member shall serve on more than three standing committees at any one time. Nominations for standing committees shall be made by the Dean. Nominations may also be made from the floor by members of the Faculty during the meeting at which elections are held.

The chairperson of each Committee shall be elected by the Faculty unless otherwise provided in these By-Laws. Standing committees shall normally meet on a monthly basis.

Standing committees shall prepare and file with the Office of the Dean reports of their activities, which shall be available to any interested faculty member. Each standing committee shall submit annual reports to the Faculty at the May Faculty meeting, and such other reports as may be required during the year. Committees are urged to present minority reports where significant diversity of opinion exists within the Committee.

Unless otherwise provided in these By-Laws, each standing Committee except the Executive Committee, Appointments, Tenure and Promotions Committee, the Judiciary Board and the Appellate Board, and the Faculty Grievance Committee, shall include one student representative. This representative shall be selected by the official student government of the School in consultation with the staff person responsible for student affairs. Student representatives shall be notified in advance of meetings and receive minutes of meetings, excluding minutes relating to finance, tenure, promotions, and appointments, personnel matters, faculty evaluations, and student records. Likewise, student representatives may not participate in faculty meetings or faculty deliberation related to finance, tenure, promotions, and appointments, personnel matters, faculty evaluations, and student records.

Section 2 - The Academic Affairs Committee

The responsibilities of the Academic Affairs Committee include the development of academic policies; the periodic review of present and proposed course offerings; the periodic review of curricula in all degree programs and the forwarding of its recommendations regarding required enhancements to the Dean through the Faculty for final approval; and the oversight of the processes to approve the Faculty performance evaluation rubric and to develop criteria and guidelines to be used to conduct regular performance reviews of all full-time and part-time faculty members, in accordance with the Evaluation of Faculty Performance section of the Faculty Handbook. The Academic Affairs Committee shall organize itself into three sub-committees: Master of Arts, Master of Divinity, and Doctor of Ministry. Sub-committees will submit recommendations as necessary to the Academic Affairs Committee, which will consider the recommendations and take necessary action. Sub-committees will review applications for admissions to their respective programs and render decisions.

This Committee shall be composed of the degree sub-committee chairs, the staff person responsible for student affairs, the staff person responsible for academic records, one at-large Faculty member, and one student. This Committee shall be chaired by the Associate Dean.

The student representative shall be notified in advance of meetings and receive minutes of meetings, excluding minutes relating to finance, tenure, promotions, and appointments, personnel matters, faculty evaluations, and student records. Likewise, the student representative may not participate in faculty meetings or faculty deliberation related to finance, tenure, promotions, and appointments, personnel matters, faculty evaluations, and student records.

Section 3 - The Appointments, Promotions, and Tenure Committee

This Committee shall review Faculty matters as follows: in the case of appointments, reappointments, promotions, sabbatical requests, and tenure status of persons at all faculty ranks, the Appointments, Promotions, and Tenure Committee shall present recommendations to the Dean for the Dean's consideration in accordance with the Faculty Handbook. The Dean shall then conduct a review of the application file and all accompanying recommendations, render an independent recommendation, and notify the candidate of the results of the school level review in writing in accordance with the Faculty Handbook. Finally, the Dean will forward the Committee's recommendation, along with the Dean's recommendation, to the Provost. The Committee will also recommend persons for appointment and reappointment as full-time temporary lecturers and adjunct lecturers. This Committee shall be composed of professors and associate professors with tenure. Only full professors can review, recommend, and approve candidates for full professor.

Section 4 - The Continuing Education Committee

This Committee shall develop, plan, implement and evaluate continuing education programs, activities, and opportunities; cultivate partnerships and provide liaison among appropriate religious, community and educational institutions, and organizations on continuing educational matters; and oversee the award of continuing education units in compliance with accreditation standards. This Committee shall be composed of two Faculty members, two alumni/ae, and the staff person responsible for continuing education. Student representation is optional.

Student and alumni/ae representative(s) shall be notified in advance of meetings and receive minutes of meetings, excluding minutes relating to finance, tenure, promotions, and appointments, personnel matters, faculty evaluations, and student records. Likewise, student and alumni/ae representative(s) may not participate in faculty meetings or faculty deliberation related to finance, tenure, promotions, and appointments, personnel matters, faculty evaluations, and student records.

Section 5 - The Executive Committee

This Committee shall be chaired by the Dean and make recommendations to the Faculty concerning the objectives of the School and proposals for improving its operation and administration. This Committee shall be composed of four Faculty members elected from the ranks of assistant professor, associate professor and professor, plus the Dean, Associate Dean, and the staff person responsible for student affairs.

The Executive Committee of the school is also responsible for reviewing and making recommendations regarding disciplinary matters and for collaborating with the Office of the Provost to develop and coordinate the faculty evaluation of the Dean in accordance with the Faculty Handbook. The Dean shall be recused from the Executive Committee for the purposes of decanal evaluations; the Executive Committee shall elect a chair for this purpose.

Section 6 - The Faculty Grievance Committee

This is the Committee that shall be consulted in accordance with the Faculty Handbook's procedure for imposition of any major sanction on a faculty member, which is described in the Major Sanctions section of the Faculty Handbook's Disciplinary Matters chapter. Members of this Committee should disqualify themselves if there is any possibility of conflict of interest or if a question of bias arises. This Committee shall be composed of five tenured members of the Faculty.

Section 7 - The Field-Based Studies Committee

This Committee shall be advisory to the staff person responsible for Field-Based Studies and to the Master of Divinity Subcommittee of the Academic Affairs Committee. It shall evaluate the program in Field-Based Studies, develop long-range plans, recommend policies and programs, and facilitate relationships between field-based learning sites and the School of Divinity.

Section 8 - The Honors and Awards Committee

This Committee oversees the annual nomination and selection process for student honors and awards and makes recommendations to the Faculty. This Committee shall be composed of three Faculty members, the Assistant Dean's staff person responsible for student affairs, and the Budget Officer.

Section 9 - The *Journal of Black Religious Thought* Editorial Committee

This Committee shall be advisory to *The Journal of Black Religious Thought*. It will develop long-range plans, recommend policies and programs, and facilitate the relationship between the *Journal* and the School of Divinity. This Committee shall be composed of the Dean, the editor, and the associate editors.

Section 10 - The Judiciary Board and the Appellate Boards

These boards shall be established, composed of faculty members, and administered in accordance with the Howard University Academic Code of Student Conduct Policy currently in force. Administration of the Academic Code of Student Conduct and Faculty discipline of students for academic infractions defined within this Code (i.e., academic cheating, plagiarism, and copy infringement) shall be their exclusive jurisdiction.

Board members shall serve on hearing committees with responsibility for hearing the charge(s) against an accused student, and, in closed session, voting by secret ballot to sustain or reject the charge(s), transmitting the results and the committee's recommendation to the Dean. Each hearing committee shall be composed of at least three faculty members, none of whom shall be the accuser or witness to the alleged infraction; the hearing committee shall be chaired by a faculty member designated by the Dean; and the chairperson shall have the right to vote in cases of a tie vote.

Note that alleged infractions of the Student Code of Conduct are not the purview of these boards. Rather, infractions of the Student Code of Conduct shall be referred to the Office of Student Conduct and Community Standards (OSC), which resolves all Howard University incidents of student misconduct, on-campus and off-campus.

Likewise, note that student grievances are not the purview of these boards. Rather, student grievances shall be referred to the Student Grievance Committee described below in Section 14.

Section 11 - The Lectures and Convocation Committee

This Committee shall have responsibility for the administration and promotion of formal lectures and the annual convocation at the School of Divinity. It shall receive recommendations for lecturers, schedule convocation speakers, and ensure proper arrangements are made for the conduct of the program. The Alumni Association President or designee will be a member of this Committee.

Section 12 - The Library and Educational Technology Committee

This Committee shall regularly evaluate the adequacy of the library and educational technology, make recommendations to the Librarian and the Faculty for enhancement of library facilities, assist the Librarian in acquiring resources useful for teaching and research, and work with the Librarian and the Faculty to promote effective use of library facilities and educational technologies by the Faculty and students. The Librarian and the appropriate staff member shall be members of this Committee.

Section 13 - The Outcomes Assessment Committee

This Committee collaborates with the Dean and the Associate Dean to initiate and oversee program and performance assessment efforts, to facilitate and monitor compliance with planning and evaluation standards of accreditation, and to improve educational practices, teaching excellence, and institutional effectiveness of the School of Divinity. This Committee shall be composed of the Associate Dean, two Faculty members, and one student.

The student representative shall be notified in advance of meetings and receive minutes of meetings, excluding minutes relating to finance, tenure, promotions, and appointments, personnel matters, faculty evaluations, and student records. Likewise, the student representative may not participate in faculty meetings or faculty deliberation related to finance, tenure, promotions, and appointments, personnel matters, faculty evaluations, and student records.

Section 14 - The Student Grievance Committee

In accordance with the Howard University Student Academic Grievance Procedures policy approved by the Board of Trustees, this Committee shall conduct a hearing that addresses the formal grievances of students. The Committee shall submit a decision or resolution to the Dean in the form of a recommendation. This Committee shall be composed of three full-time Faculty members,

one student, and the designated staff person for Student Affairs.

Note that alleged infractions of the Student Code of Conduct are not the purview of these boards. Rather, alleged infractions of the Student Code of Conduct shall be referred to the Office of Student Conduct and Community Standards (OSC), which resolves all Howard University incidents of student misconduct, on-campus and off-campus.

Likewise, note that alleged infractions of the Academic Code of Student Conduct are not the purview of this committee. Rather, alleged infractions of the Academic Code of Student Conduct shall be referred to the Judiciary Board and the Appellate Boards described above in Section 10.

Section 15 - Specially Appointed Committees

These committees may be created for any need or purpose outside the appropriate jurisdiction and concern of the Standing Committees or existing specially appointed committees. Such committees may be created, and their membership appointed by the Dean, and they may be created by Faculty motion and composed of members elected by the Faculty. All specially appointed committees shall dissolve at the conclusion of the academic year during which they were established unless their continuance is specifically directed by the Dean or the Faculty at a Faculty meeting.

Student representative(s) shall be notified in advance of meetings and receive minutes of meetings, excluding minutes relating to finance, tenure, promotions, and appointments, personnel matters, faculty evaluations, and student records. Likewise, student representative(s) may not participate in faculty meetings or faculty deliberation related to finance, tenure, promotions, and appointments, personnel matters, faculty evaluations, and student records.

Article IV - APT Criteria

Section 1 - Areas of Evaluation

The APT Evaluation Form includes three (3) categories: Teaching, Scholarship, and Service:

A. Teaching

- Course Offerings (i.e., core/required and elective courses)

- Semester hours annually (determined in accordance with the Howard University Faculty Workload Policy and, for Adjunct Lecturers, in accordance with the collective bargaining agreement currently in force) which may include the revision of existing courses or creation of new courses)
- Student Course Evaluations and Letters
- Teaching Awards
- Professional Development
- Supervision of student learning (i.e., directed studies, thesis and project supervision, guidance and assessment in field-based and service learning, etc.)
- Advising and mentoring students

B. Scholarship

- Books - differentiated by single authored, multiple authored, and edited works as well as by academic publication and creative writing
- Book Chapters
- Refereed Journal Articles (See examples of peer-reviewed journals)
- Sponsored Research (i.e., grants received from organizations supporting scholarship in the study of religion and religious communities)
- External Evaluators' Letters for assessment of the applicant's scholarship
- Book Reviews
- Articles (Magazine/Newspaper [print and online, not peer reviewed])
- Websites, Blogs, Podcasts, and other creative works, illustrating the applicant's expertise and scholarly engagement with the public
- Contributions of expertise to media productions (e.g., tv/radio/podcast interviews, news articles, films, documentaries, etc.)
- Research Report Writing
- Conference Paper Presentations and Panel Discussions (i.e., at academic and professional meetings)
- Consultation and Commissioned Works (e.g., church resources, community resources, and other arenas where scholarly expertise is requested)

C. Service

- Advising Students
- Committees (Divinity School and University)
- Service to Religious Communities (e.g., Sunday school, Bible study, workshops, sermons, lectures, etc.)

- Community Service (locally and globally; e.g., panels, forums, discussions, workshops, sermons, advocacy activities, etc.)
- Professional Service (e.g., peer review for scholarly journals, review of manuscripts for publishers, chair or member of committees of academic organizations, external evaluations for appointment and tenure, etc.)
- Board Leadership and Membership
- Mentoring Students (e.g., writing reference letters, participation in licensing and ordination, services, preparation for graduate school, involvement of students in faculty research, etc.)
- OpEds, Radio & Podcast Interviews, and other media engagement
- Administrative Services associated with applicant's faculty assignment

Section 2 - Minimum Qualifications for Faculty Appointments or Promotions

A. Lecturer

Per the Faculty Handbook, a Lecturer is a temporary faculty member appointed for a term of one semester or one academic year, serving in either a full-time or part-time capacity. Lecturers are not eligible for tenure and may not serve more than seven years in a full-time role. Their primary responsibility is teaching, with minimal, if any, expectations for research, scholarship, or service. While the position may be used for individuals who do not meet the qualifications for tenure-track appointments, it may also be filled by credentialed professionals hired for a limited duration. Lecturers may apply for and be considered for tenure-track or tenured positions for which a formal search has been authorized by the Provost and for which they are qualified. The terms and conditions of employment for Lecturers who are members of a collective bargaining unit are governed by the applicable collective bargaining agreement (CBA).

1. Degree Requirements:

An earned academic degree appropriate to the area of teaching appointment, including candidacy for the doctoral degree.

2. Teaching Requirements

Capability to teach from prepared syllabus. Peer, decanal, and student course evaluations are considered for support of the instructor's teaching competence or proficiency.

B. Assistant Professor

Per the Faculty Handbook, an Assistant Professor is a probationary tenure-track faculty member who has completed the terminal degree and relevant professional certifications in their discipline and has demonstrated strong potential for future promotion. Appointment to this rank provides a formative period during which the faculty member engages in the full scope of academic responsibilities—teaching, scholarship, and service—while being mentored and evaluated by senior colleagues for their promise to meet the standards required for tenure and advancement to higher ranks.

1. Degree Requirements:

An earned doctorate in the field (or closely allied field) of appointment.

2. Teaching Requirements:

Two (2) years of college teaching. Peer, decanal, and student course evaluations are considered for support of the assistant professor's teaching competence or proficiency.

3. Professional Requirements:

Evidence of continuing professional development, as determined by the School of Divinity.

4. Scholarship and Research Requirements:

Evidence of scholarly or creative achievement.

Initial appointments of tenure-track assistant professors are made for three years. Reviews of tenure-track assistant professors are conducted in the second semester of their third year. During the third year, the faculty member is to undergo a pre-tenure review as part of the process of reappointment for a second three-year term. If granted an additional three-year appointment at that rank, the tenure-track faculty member may apply for promotion and tenure after the spring semester of the fifth year following initial appointment. Exceptions to the timeline for application for promotion to associate professor are made for persons entering the rank of assistant professor above the minimum qualifications.

C. Associate Professor

Per the Faculty Handbook, an Associate Professor is a faculty member whose record of professional accomplishment in teaching, scholarship, and service has merited recognition at a senior academic level. Appointment to this rank may be with tenure or

on a probationary basis. A tenured Associate Professor has earned indefinite tenure through demonstrated excellence in faculty responsibilities and is expected to continue progressing toward promotion to the rank of Professor. In contrast, a probationary Associate Professor is appointed based on strong professional credentials and a record of achievement that meets many, but not all, of the criteria for tenure. This probationary period allows for further development, with the expectation that the faculty member will meet the standards for tenure and eventual promotion to full Professor within a defined timeframe. Both tenured and probationary Associate Professors are recognized for their contributions and are expected to maintain a trajectory of continued growth and leadership in their discipline.

1. Degree Requirements:

An earned doctorate in the field (or closely allied field) of appointment.

2. Teaching Requirements:

Five (5) years at the graduate level, with at least two years of which at the assistant professor level. Peer, decanal, and student course evaluations are considered for support of the assistant professor's teaching competence or proficiency.

3. Professional Requirements:

Evidence of continued professional development, such as participation in learned societies.

4. Scholarship and Research Requirements:

Evidence of publication in common genres of academic writing, depending on the field of specialization; presentation of scholarly papers; or the carrying out of an approved major research project.

Full Professor

Per the Faculty Handbook, Professor is the University's highest academic rank, awarded to individuals who are recognized scholars with a cumulative and sustained record of excellence in teaching, scholarship (including peer-reviewed research publications or peer-reviewed exhibits of creative work in disciplines where this type of peer-reviewed scholarship is the norm), and service appropriate to the discipline. Appointment to this rank may be with tenure or on a probationary basis. A tenured Professor has demonstrated long-term excellence and leadership in their field and has met all criteria for the rank as determined by peers, administrators, and external reviewers.

A Professor (probationary) is appointed based on a record that meets nearly all criteria for tenure and is expected to fulfill all remaining requirements within a very short probationary period. Both tenured and probationary Professors are expected to contribute significantly to the academic mission of the University and to serve as leaders in their disciplines.

1. Degree Requirements:

An earned doctorate in the field (or closely allied field) of appointment.

2. Teaching Requirements:

Eight (8) years of teaching at the graduate level, with three to five years teaching at the rank of associate professor. Peer, decanal, and student course evaluations are considered for support of the associate professor's teaching competence or proficiency.

3. Professional Requirements:

Evidence of continued professional development, such as participation in learned societies.

4. Scholarship and Research Requirements:

Evidence of publication in common genres of academic writing, depending on the field of specialization; presentation of scholarly papers; or the carrying out of an approved major research project. In addition, the publication of at least one major work, preferably a single-authored peer-reviewed book produced through primary research, in the field of specialization, since achieving the rank of associate professor.

Article V – Board of Visitors

Section 1 – Board of Visitors: (BOV) Overview

The School of Divinity should maintain a Board of Visitors (BOV) to provide financial and professional support and counsel to the School of Divinity. The Board of Visitors is established by the Howard University Board of Trustees, and the BOV shall be governed in accordance with the BOV Policy, as set forth by the Board of Trustees.

The Board of Visitors shall provide the President, Provost and Chief Academic Officer, Dean, and Board of Trustees with an objective, informed perspective in the form of an annual report and shall generate external financial support for the unit.

Section 2 - Membership Approval

The approval of the appointment of BOV members rests with the Board of Trustees acting upon the recommendation of the President. Prior to making a recommendation, the President receives input from the Provost, the Dean of the School or College, and the chair of the Board of Visitors. Nominations may come from any source (Deans, faculty, alumni, etc.)

Section 3 - Membership Criteria

Distinguished persons informed about and interested in the various fields relevant to the particular unit shall be appointed to the Board of Visitors. Interest may be theoretical or practical, academic or professional, vocational or avocational.

Section 4 - Membership Composition

The Board of Visitors shall consist of between 10 and 16 distinguished persons. Board of Visitors membership should represent a healthy blend of the pluralism that characterizes the Board of Trustees and University; this should consist of men and women from all walks of life with a wide array of ethnic, racial, and religious backgrounds, scholars, and practitioners. Howard University Alumni should constitute 30 to 50 percent of the membership of the Board of Visitors.

Section 5 - Member Terms

Board of Visitor members will serve three (3) year terms and shall serve not more than three (3) full terms.

Section 6 - BOV Chair and Vice Chair

The Board of Visitors Chair is appointed by the Board of Trustees acting on the advice of the President and is a Trustee. The chair shall serve a one (1) year term, subject to annual renewal for a combined period not to exceed three (3) consecutive years. The Vice Chair is appointed in a similar manner, with the same term limitations except the Vice Chair is not required to be a Trustee. The composition of the Board of Visitors shall reflect the disciplines that constitute the School of Divinity.

Article VI - Adoption and Amendment

These By-Laws shall become effective when adopted by a majority of the Faculty members and approved by the Dean, Provost,

President and the Board of Trustees of the University. These By-Laws and appointments, promotions, and tenure criteria shall be reviewed by the Faculty for updating at a minimum of every five years. They may be amended by the Faculty upon a two-thirds vote of the voting Faculty at a duly called or regular or special faculty meeting, provided that copies of the proposed amendment shall be distributed to the Faculty at least five days prior to such meeting. Each amendment shall be subject to approval by the Faculty, Dean, Provost, President and the Board of Trustees. In the event of any inconsistency between the Faculty Handbook and these By-Laws, the provisions of the Faculty Handbook will supersede those of the By-Laws.