



College *Bylaws*

Area: Division of Academic Affairs	Number: 109.02
Subject: College <i>Bylaws</i>	Issued: 2/17/2011
Applies To: Division of Academic Affairs	Revised: 3/22/2011
Sources:	Updated: 6/8/2011
Responsible Party: Provost's Office	Page(s): Page 1 of 2

I. Purpose

In the spirit of shared governance, the Faculty Senate in consultation with the Provost shall set up a mechanism to provide oversight in order to ensure that Shared Governance policies are followed consistently at departmental, college, and university levels.

II. Policy Statement

In order to ensure consistency in governance throughout the University, each college shall have a set of bylaws available to all faculty members. Each college will elect two members from each department, or if a college does not have departments, faculty will elect representation to an executive/governance committee, and the dean of each of these colleges will charge this committee with writing the bylaws which would then be approved by the dean, Provost, and President. These bylaws must then be ratified by the faculty of the college in accordance with the existing procedures for implementing new bylaws or bylaws changes.

These bylaws shall include the establishment of a faculty-elected executive/governance committee within each college that will work in a spirit of consultation and cooperation with the dean. At a minimum, college executive/governance committees shall be elected by the faculty and chaired by a faculty member and shall conduct their meetings according to *Robert's Rules of Order*. Each committee shall serve as a liaison with the dean, administer along with the dean bylaws changes, and facilitate along with the dean the operation of standing committees of the college.

III. Procedures

All colleges of the University must have a set of bylaws posted for all faculty and staff on the college website. At a minimum these bylaws shall include:

1. Organization of the College
2. The Unit within the University
3. Committees
4. Tenure and Promotion
5. Student Organizations
6. Ratification Process and Dates

Bylaws shall be in full force when approved by a two-thirds majority of faculty members present at a general faculty meeting.

7. Amendments

Proposals to amend the bylaws shall be submitted to the college faculty not later than 10 days prior to any regularly scheduled faculty meeting or any special meeting called for the purpose of amending.

Proposed amendments must be adopted by a two-thirds majority of faculty members present, provided the required quorum is present at the time of voting. Bylaws changes will be made in concert with the dean and with two-thirds of eligible faculty approval.

8. Definitions and Classifications

9. Policy and Procedures Changes

Faculty in each department (or, in the case of a college without departments, elected faculty) shall create the criteria for tenure and promotion which must be approved by a two-thirds vote of the tenured and tenure-track faculty of the unit. These criteria shall then be approved by the department chair, the dean, the Provost, and the President.