

Departmental and Collegiate Bylaws Guide Based on the Faculty Handbook

This guide was compiled by the Faculty Affairs Committee and based on the Faculty Handbook approved by the Faculty Senate on November 15, 2004, approved for general distribution by the Faculty Senate Executive Committee on January 10, 2005. An updated revision to this guide, focusing on revisions to the *Faculty Handbook* through spring 2009, was reviewed by the Faculty Senate Executive Council on August 31, 2009.

Each academic unit is governed in accordance with its own bylaws, which are the unit's core procedures and policies that, normally, have been ratified by a majority vote of the tenured and tenure-track faculty of the unit. Each unit's bylaws should provide for amending these individual procedures and policies (e.g., specifying how much notice must be given in advance of a meeting to amend the bylaws and what a quorum for such a meeting must be). The bylaws may also denote situations where something other than a simple majority of the tenured and tenure-track faculty of the unit may be required to take action. For example, amending a given procedure may require a supermajority vote of the tenured and tenure-track faculty of the unit. If a policy involves a specified subgroup of the unit's faculty (e.g., only the tenured faculty or only professors), amending that policy may require a vote (either majority or supermajority) by that specified subgroup.

This guide is intended to assist departments and colleges in bringing their bylaws into compliance with the most recent version of the *Faculty Handbook*. It “flags” where the handbook refers to either departmental or collegiate bylaws. The Faculty Affairs Committee recommends that departments and colleges organize their bylaws in a structure that parallels the *Faculty Handbook*. It is also recommended that departmental and collegiate bylaws describe a process for future revisions, complete with a record of those revisions. Finally, departmental and collegiate bylaws must also be consistent with the *Manual for Faculty Evaluation* and other appropriate university and campus policies.

CHAPTER ONE: Governance and Organization

1.4.1 College and Departmental Administration: Academic Deans

Collegiate bylaws shall address representation on dean search committees by tenure-track faculty members, non-tenure-track faculty members, students, and, where appropriate, faculty members from outside the college.

1.4.3 College and Departmental Administration: Effective Departmental Governance

The importance and scope of departmental bylaws and the collaborative process between the department head and faculty in drafting these documents is outlined in this section.

More specifically, the *Handbook* states that “this collaboration is best implemented through departmental bylaws that define the policies and procedures of the department, and a departmental strategic plan that articulates the vision for the future of the department.”

Further, “[t]he bylaws address issues, such as the governance structure of the department; search process for new tenure-track faculty; departmental voting protocols; criteria for promotion, retention, and evaluation of tenure-track and tenured faculty members; selection, evaluation, and roles of non-tenure-track faculty members in the department; input into criteria for evaluation of department heads; application of faculty evaluations to salary adjustments; and the role of the faculty in setting departmental budget priorities. A departmental strategic plan discusses the needs, goals, and aspirations of the department, providing guidance to both the head and the faculty members about achieving departmental objectives in teaching, research, and service. Such plans should be constructed and revised as necessary in the context of college and university goals.”

Moreover, “[d]epartmental bylaws and the strategic plan provide the head with guidance for day-to-day decisions about personnel evaluations, handling budgetary responsibilities, dealing with facilities issues, improving the student experience, achieving appropriate diversity goals, and representing the department to the college and university. The head conducts regular faculty meetings (at least two per semester) and facilitates the work of departmental faculty committees as outlined in the bylaws. After approval by the dean, the head conducts searches for new faculty and staff members in accordance with departmental bylaws and university policies. The head meets annually with each faculty member to conduct a performance review and write an evaluation in accordance with departmental bylaws, the *Faculty Handbook*, and the *Manual for Faculty Evaluation*.”

1.4.4 College and Departmental Administration: Selection of Department Heads

While satisfying requirements for senior level searches, departmental bylaws should address the role of tenure-track faculty members, non-tenure-track faculty members, students, and, where appropriate, faculty members from outside the department in department head searches. While all departmental constituencies have input into the department head discussion, only tenure-track and tenured faculty members conduct an anonymous vote for their choice, unless non-tenure-track faculty are otherwise permitted to vote by departmental bylaws.

1.4.5 College and Departmental Administration: Annual Evaluation of Department Heads

Departmental bylaws should address procedures for annual objective and systemic evaluation of the department head by departmental faculty.

1.4.6 College and Departmental Administration: Reappointment of Department Heads

Departmental bylaws should include a definition of “Voting Faculty,” which should include all tenured, tenure-track, and other full-time departmental faculty having voting rights on matters other than tenure and promotion. Such Voting Faculty shall be consulted by the dean in instances when reappointment of a department head is at issue. This consultation shall include a

vote by the Voting Faculty on reappointment. Further, processes for providing and soliciting input of Voting Faculty shall be determined by departmental bylaws.

CHAPTER TWO: Faculty Rights and Responsibilities

2.2.1 Responsibilities: The Importance of Scholarship

Departmental bylaws should address responsibilities of faculty with regard to research, teaching, and service.

CHAPTER THREE: Appointment, Evaluation, Promotion, Tenure, and Review for All Tenure-Track and Tenured Faculty

3.1 Process for Appointment of New Faculty to Tenure-Track Positions

In accordance with university search procedures, departmental bylaws should address appropriate representation on faculty search committees for new tenure-track faculty.

3.8.1 Faculty Review and Evaluation: Annual Review for All Faculty Members

Departmental bylaws should address the review process used for annual evaluation of all tenure-track and tenured faculty members. This review process should:

(1) Evaluate whether or not the faculty member's accomplishments align with previously set specific objectives set by the faculty member and the department head consistent with the *Faculty Handbook*, the *Manual for Faculty Evaluation*, and departmental bylaws; and

(2) Establish new objectives for the coming year using clearly understood standards consistent with the *Faculty Handbook*, the *Manual for Faculty Evaluation*, and departmental bylaws.

3.9 Salary

When considering faculty raises, departmental bylaws may allow salary decisions to be made by faculty committees or be determined by numerical rankings.

3.11.3.4 Tenure: Probationary Period: Annual Retention Review

Departmental bylaws must provide for specific criteria for annual retention reviews of faculty members consistent with the *Manual for Faculty Evaluation* and any criteria established by that department's college.

3.11.4 Criteria for Tenure

Departmental bylaws must, after approval by the dean and campus chief academic officer, designate specific criteria for tenure, including a definition of "professional excellence"

necessary for tenure status in terms of that department's respective discipline. A department's tenure criteria must also include and be consistent with any criteria established by the department's college and campus.

3.11.5 Procedures for Consideration and Grant of Tenure

Departmental bylaws must provide for procedures concerning tenure consideration consistent with the procedures outlined in the *Manual for Faculty Evaluation*. More specifically, the bylaws must provide for a meeting of the tenured faculty to debate and discuss the tenure candidate. The bylaws shall also provide for the manner of taking and recording a formal vote of the tenured faculty on whether or not the candidate should be recommended for tenure. The bylaws shall also establish the minimum number of votes necessary to constitute a positive recommendation.

CHAPTER FOUR: Non-Tenure-Track Faculty

4.1 Appointment of Faculty to Non-Tenure-Track Positions

All appointments to non-tenure-track faculty positions, including part-time appointments, must be made in accordance with departmental and collegiate bylaws subject to the provisions of this chapter. Tenured and tenure-track faculty, or a committee of tenured and tenure-track faculty, will evaluate credentials and vote on non-tenure-track appointments in accordance with departmental and collegiate bylaws.

4.1.1 Non-Tenure-Track Teaching Positions

When the need for new non-tenure-track teaching faculty is identified, departments should initiate the hiring process as soon as possible. Thus, as soon as possible, but normally no later than May 1, a departmentally designated group of faculty will review applications in accordance with departmental and collegiate bylaws.

4.1.2 Non-Tenure-Track Research Positions

Departmental and collegiate bylaws shall establish standards and procedures relating to searches for and promotion of research faculty.

4.1.3 Non-Tenure-Track Clinical Positions

Departmental and collegiate bylaws shall establish standards and procedures relating to searches for and promotion of clinical faculty.

4.2.1 Criteria for Appointment to Faculty Rank: Non-Tenure-Track Teaching Faculty

A departmentally designated group of faculty will review and evaluate appointments to the rank of Distinguished Lecturer in accordance with departmental and collegiate bylaws.

4.2.2 Criteria for Appointment to Faculty Rank: Non-Tenure-Track Research Faculty

A departmentally designated group of faculty will review and evaluate promotions to the ranks of Research Associate Professor and Research Professor in accordance with departmental and collegiate bylaws.

4.2.3 Criteria for Appointment to Faculty Rank: Non-Tenure-Track Clinical Faculty

A departmentally designated group of faculty will review and evaluate promotions to the ranks of Clinical Associate Professor and Clinical Professor in accordance with departmental and collegiate bylaws.

4.2.4 Criteria for Appointment to Faculty Rank: Adjunct Faculty

Tenured and tenure-track faculty will evaluate the recommended rank of Adjunct Faculty in accordance with departmental and collegiate bylaws.

4.2.6 Criteria for Appointment to Faculty Rank: Joint Faculty Appointments

Departmental and collegiate bylaws, in conjunction with university policy and procedure, shall establish standards and procedures relating to searches for and promotion of Joint Faculty.

4.3 Evaluation

Criteria for evaluating non-tenure-track faculty for purposes of hiring and retention must be adopted by a vote made in accordance with departmental bylaws.

Research and clinical faculty are subject to annual performance reviews as outlined in departmental and collegiate bylaws.

CHAPTER FIVE: Faculty Rights of Appeal

5.4.1 Appeals through the Faculty Senate Appeals Committee: Jurisdiction of the Faculty Senate Appeals Committee

The jurisdiction of the Faculty Senate Appeals Committee regarding promotion and tenure includes complaints regarding failure to follow procedures contained in departmental and/or collegiate bylaws.

CHAPTER SIX: Benefits and Leaves of Absence

This chapter contains no references to departmental or collegiate bylaws.

CHAPTER 7: Compensated Outside Services

7.2 General Principles

The primary responsibility for assessing the value of compensated outside activities with respect to the annual review of a faculty member rests in the academic departments and their bylaws. Collegiate and/or departmental bylaws may define the nature and allowable time commitments of appropriate compensated outside activities for a faculty member in that unit beyond the guidelines in the *Faculty Handbook*.

CHAPTER 8: Revision of the Faculty Handbook

This chapter contains no references to departmental or collegiate bylaws.

APPENDICES:

The appendices contain no references to departmental or collegiate bylaws.