

Requirements For Academic Unit Bylaws

Academic Unit:

Date:

Unit bylaws must be approved by the faculty and reviewed by the Provost. (*FM Chapter IX§L2d*) .

This checklist will be completed by the Faculty Manual consultant to ensure that academic unit bylaws conform with the 2025 – 2026 Faculty Manual

Item #	Requirement	Reference	Yes	No	NA
1	Bylaws may not abrogate or alter the policies specified in the <i>Faculty Manual</i> .	III§A1c			
2	Statement any provisions within the bylaws that contradict the <i>Faculty Manual</i> are null and void	IX§L2f			
3	Tenure, Promotion, and Re-appointment standards and procedures will be stipulated in an academic unit's TPR document that is distinct from academic unit or unit bylaws.	V§D1c			
4	A provision that voting membership shall consist of all academic unit faculty with majority regular appointments within the academic unit,	IV §B2 a			
5	Includes a statement that individuals with other appointments have voting privileges; If this statement is not included then voting privileges are solely granted to faculty with regular appointments.	IV § B3 a			
6	Candidates for appointment to Tenured and Tenure Track faculty ranks shall be recruited and evaluated by a search and screening committee, created as specified in the academic unit bylaws, composed of members of the tenured and tenure track faculty and, if specified in the bylaws, other faculty.	V§B5a <i>i</i>			
7	Candidates for appointment to other faculty ranks shall be recruited and evaluated using a process specified in the academic unit bylaws.	V§B5b IXC.3			
8	Not inconsistent with the opportunity to establish other duties assigned to the academic unit chair	VIII§I2o			
9	Identifies mechanisms to appoint or elect members to academic unit, college and university committees as identified in the academic unit bylaws, college bylaws or <i>Faculty Manual</i> .	IX§D1			
10	Provision for the academic unit chair to conduct a regular meeting of the academic unit faculty <i>at least once</i> in each of the long semesters	IX§L3a			
11	Provision for a standing curriculum committee and selection procedures that do not restrict any member of the academic unit faculty with voting privileges from consideration.	IX§L4a IX§L8			
12	Consistent with the opportunity to establish separate Undergraduate and Graduate Curriculum Committees if desired.	IX§L4b			
13	Provision for curriculum committees to elect their own chair, who also serves on the college curriculum committees	IX§L4c, d & e			
14	Provision that if the academic unit has a single curriculum committee the chair serves on the college curriculum committee (if there is one) or to the college undergraduate curriculum committee and delegates to the academic unit curriculum committee the authority to name the academic unit's representative to the college graduate curriculum committee.	IX§L4e			
15	Provision the elected chair of the graduate curriculum committee, if one exists, represents the academic unit on the college graduate curriculum committee	IX§4d			

16	Provision for a standing advisory committee of faculty members, chaired by the academic unit chair, the composition of which shall be specified in the bylaws. Selection procedures may not restrict any member of the academic unit faculty with voting privileges from being considered for membership.	IX§L5a			
17	Consistent with the opportunity to establish other standing committees in bylaws if desired.	IX§L6a			
18	Provision for Ad Hoc committees to be established at the academic unit chair's discretion.	IX§L6c			
19	Bylaws may not exclude faculty from membership on academic unit committees on the basis of rank, designation, or tenure status except for those performing functions specifically limited by the Faculty Manual.	IX§ L 7			