CLEMSON UNIVERSITY

College Bylaws Routing Sheet

Requirements based on 2021-2022 *Faculty Manual*

In accordance with the 2021-2022 *Faculty Manual* Chapter XI, K1d and Chapter II, Article III-1, "The faculty members of each college within the university are organized as Collegiate Faculties according to individual college bylaws approved by the Executive Vice President for Academic Affairs and Provost."

This document is intended to support the documentation of the required approvals.

College: University Libraries

The attached Bylaws were approved at the College Faculty Meeting on: July 29, 2021

Faculty Manual Editorial Consultant

[X] I have reviewed this document for conformance to the Clemson University *Faculty Manual.*

The review is attached immediately following this page.
This document serves as both Departmental and College bylaws, so the criteria are combined.

(•) Approved
( ) Revision Required (see comments)

Provost Robert H. Jones Digitally signed by Robert H. Jones Date: 2021.10.04 15:42:36 -04'00'

Date

Requirements for DEPARTMENT AND COLLEGE BYLAWS – 2021-2022 *Faculty Manual*

The Libraries **Date** **9/19/2021**

Note: the Library is a single department college. The bylaws are reviewed with both requirements. College Bylaws requirements are indicated with "C" and Department Bylaws requirements are indicated with "D".

NOTE: College bylaws require approval by the Provost (Ch II, Article III-1 and Ch IX, K1d). This list may be useful to ensure that college bylaws conform with the *Faculty Manual*.

	Requirement	Reference	Compliance Yes	No	N/A
C1	College Bylaws may not contradict the *Faculty Manual*	Ch III, A1c	X		
C2	Statement that college bylaws may not contradict the *Faculty Manual*	Ch IX, K1e	X		
C3	A statement that individuals with special faculty ranks have voting privileges; If this statement is not included then voting privileges ARE NOT granted to faculty with special ranks	Ch IV, B2g	X		
C4	Consistent with the opportunity to establish other duties assigned to the dean	Ch VIII, G2r	X		
C5	Consistent with the opportunity to establish other duties assigned to the department chair	Ch VIII, I2p	X		
C6	Consistent with mechanisms to select or elect members to college and university committees in the *Faculty Manual*	Ch IX, D2a, i	X		
C7	Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the Faculty Manual	Ch IX, D2a, i	X		
C8	Consistent with the requirement to have a process to elect college representatives to the Council on Graduate Studies and its sub-committees	Ch IX, F3b, i	X		
C9	Consistent with the requirement that there are formal College meetings at least once during each long semester	Ch IX, K2a	X		
C10	Consistent with the requirement that standing and other committees of the college report to the faculty at formal College meetings	Ch IX, K2b	X		
C11	Consistent with the requirement that there is the opportunity for any member of the collegiate faculty to raise questions about academic affairs of the college	Ch IX, K2c	X		
C12	Consistent with the requirement that recommendations from the college faculty are forwarded to appropriate University officials and groups	Ch IX, K2d	X		
C13	Consistent with the requirement that minutes of collegiate faculty meetings are forwarded to the Provost and President for information	Ch IX, K2e	X		
C14	A standing curriculum committee is required. There may be separate undergraduate and graduate committees	Ch IX, K3b	X		
C15	Each curriculum committee elects own chair	Ch IX, K3c	X		
C16	The College Curriculum Committee Chair (or College Undergraduate Curriculum Committee Chair if there is one) serves on the Undergraduate Curriculum Committee along with a second representative elected by the committee	Ch II, Art IV, 2; Ch IX, K3c & d	*		
C17	If there is a graduate Committee, the chair serves on the University Graduate Curriculum Committee; If there is no Graduate Committee then the College Curriculum Committee names the College representative to the University Graduate Curriculum Committee	Ch II, Art IV, 2; Ch IX, K3d & e	*		
C18	Only regular faculty may vote on the curriculum committees	Ch IX, K3f	X		
C19	The process for electing representatives to the college curriculum committee must be stated in the college bylaws; If the number of departments in the college is small, the college bylaws may specify an alternate procedure for establishing committee membership	Ch IX, K3g & K3g, i	X		
C20	Terms of service on the curriculum committee(s) are determined by Faculty in the college and must be specified in the bylaws	Ch IX, K3h	X		
C21	Consistent with the requirement that curricular recommendations are acted upon by the collegiate faculty and/or appropriate college curriculum committee	Ch IX, K3i	X		
C22	Collegiate faculty may establish other standing committees, whose composition and membership are determined by the collegiate faculty in accordance with the College bylaws	Ch IX, K4a	X		
C23	Consistent with the requirement that ad hoc committees may be established at the discretion of the dean	Ch IX, K4b	X		
C24	Consistent with the requirement that membership on collegiate committees, except as noted in Ch IX, D3 of the *Faculty Manual*, need not be confined to regular faculty; College bylaws shall provide for Faculty, special faculty, student, and staff representation whenever appropriate; Ch IX, D3 restricts college and university curriculum committees, college advisory committees, Faculty Senate and the Grievance Board to have voting members only being regular faculty)	Ch IX, K5	X		
C25	Consistent with the requirement that collegiate peer review committees for TPR are only authorized if contained in College Bylaws	Ch II, Art III-2	X		

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*.
The 2021-2022 *Faculty Manual* requires departmental bylaws be approved by the voting members of the departmental faculty and reviewed for consistency with the *Faculty Manual* by the Provost or designee, in accordance with Chapter IX, L2d.

	Requirement	Reference	Yes	No	N/A
D1	Departmental bylaws may not contradict the Faculty Manual	Ch III, A1c	X		
D2	Statement that departmental bylaws may not contradict the *Faculty Manual*	Ch IX, L2f	X		
D3	The TPR document is distinct from departmental bylaws	Ch V, D1c	X		
D4	A statement that individuals with special faculty ranks have voting privileges; If this statement is not included then voting privileges ARE NOT granted to faculty with special ranks. OPTIONAL	Ch IV, B2g	X		
D5	Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch V, B5a, i		*	
D5a	Consistent with the requirement that search committees for regular faculty be composed of regular faculty, with other faculty included only if specified in department bylaws	Ch B, B5a, i		*	
D6	Process for selecting search and screening committees for special rank faculty	Ch V, B5a, i(1)		*	
D7	Consistent with the opportunity to establish other duties assigned to the department chair	Ch VIII, I2p	X		
D8	Consistent with mechanisms to select or elect members to college and university committees in the *Faculty Manual* or the College Bylaws	Ch IX, D2a, i(1)	X		
D9	Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the Faculty Manual or the College Bylaws	Ch IX, D2a, i	X		
D10	Consistent with the requirement that there shall be at least one department faculty meeting per long semester	Ch IX, L3a	X		
D11	There must be a standing curriculum committee.	Ch IX, L4a	X		
D12	Consistent with the opportunity to establish separate Undergraduate and Graduate Curriculum Committees	Ch IX, L4b	X		
D13	Departmental curriculum committee(s) elect their chairs	Ch IX, L4c-e	X		
D14	Every department shall have a standing advisory committee in the departmental bylaws, chaired by department chair, the composition and membership of which is established in departmental bylaws	Ch IX, L5a	X		
D15	Consistent with the opportunity to establish other standing committees in departmental bylaws (although TPR and PTR committees are established in the TPR document)	Ch IX, L6a	X		
D16	Consistent with the opportunity for the department chair to establish ad hoc committees	Ch IX, L6c	X		
D17	Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch IX, L7	X		

Comments

D5, D5a, D6 Discussion of Appointment is better placed in the Bylaws rather than the TPR document. At a minimum, the information in Section 4A of the the proposed TPR document are better located in the Bylaws.

Bylaws of the Faculty of the Clemson University Libraries

Revised July 29, 2021

Article I: Role of the Faculty

The Faculty of the Clemson University Libraries shall participate in the formulation, modification, and implementation of the policies, procedures and practices of the Libraries governing the professional activities, welfare, and such other matters as might pertain to the common professional goals of its membership. Specific areas of involvement are:

A. Participation in development, implementation, review and revision of policies concerning the systematic development and maintenance of the collection of and access to library resources and the expenditure of funds for those resources.

B. Participation in development, implementation, review, and revision of policies, procedures and practices for faculty development and welfare and for appointment, reappointment, tenure, promotion, post-tenure review, and merit compensation.

C. Participation in planning the future of the Libraries.

D. Establishment and definition of the membership and functions of library faculty committees.

E. Receipt of and, when appropriate, action on reports and recommendations from committees and the Dean.

F. Election of members, where specified, of University commissions and committees and of library committees.

G. Election of a Lead Senator and an Alternate to the University Faculty Senate.

H. Election of the Secretary of the Library Faculty.

I. Recommendations for appointment, reappointment, tenure, promotion, and post-tenure review.

Article II: Role of Library Chair and Unit Heads

A. Library Chair - The faculty member appointed as Library Chair has the following roles:

1. Serves as the Libraries' administrative representative for faculty issues to the Dean of

Libraries, to the Libraries' Library Leadership Team, and to the Organization of Academic Department Chairs. In this role, the Chair may also be an advocate for the individual concerns of Library Faculty within the Libraries and across campus.

2. Serves as a mentor and guide to Faculty in their setting and achieving professional, library, and University goals. Performs annual evaluations for all regular faculty and lecturers, working with individual faculty members and Unit Heads to review and approve performance review online documents. In the narrative section of the annual performance review, the chair shall include, in its entirety, the Unit Head's written evaluation and rating of the faculty member's effectiveness in librarianship.

3. Makes recommendations to the Dean on Library Faculty appointments, reappointments, promotions, tenure decisions, terminations, merit compensation process, and salaries.

4. Participates in faculty searches and provides candidate evaluations to Dean

5. Reviews each Libraries faculty member annually for merit compensation and provides merit rating scores to Dean.

6. For the purposes of merit compensation reviews, the Chair is considered an administrator and will be treated as such under the review procedures set by the Provost's office and Library Faculty.

B. Unit Head - In addition to coordinating activities of a functional area of the Libraries and assigning duties in this area of library specialization, the Unit Head also has the following roles:

1. Participates, in conjunction with the Library Chair, in yearly goal setting with Unit faculty members.

2. Submits to the Library Chair a written evaluation and rating of their unit's faculty members' effectiveness in Librarianship. This evaluation will be included in its entirety in the narrative evaluation section of the annual performance review.

3. Provides input for faculty compensation processes by virtue of policy or procedure, or at the request of the Library Chair or Dean.

4. If a member of the library faculty, provides input as a peer on the other faculty members in their unit to the appropriate library faculty review committee.

Article III: Membership

The voting membership in the Library Faculty shall consist of all librarians (as defined in the *Guidelines for Appointment, Reappointment, Tenure, Promotion and Post-Tenure Review of the Library Faculty*). The Secretary shall maintain a current roster of Faculty (both tenure and non- tenure track) including unit affiliation, start date, and tenure status and rank, and make it available electronically.

Article IV: Faculty Secretary

The Secretary shall be elected annually by the Faculty. Any member of the regular faculty is eligible to hold the office of Secretary. The Secretary shall serve no more than two consecutive terms.

Article V: Meetings

Participation in a meeting, whether corporal or by means of conference telephone, video conferencing equipment, or similar communications equipment shall constitute presence at such meeting so long as all members participating in the meeting can communicate with each other. The similar communications equipment must include a synchronous, two-way communication channel that would meet any requests for accommodations.

Meeting officers of the Faculty shall consist of a Presiding Officer and a Secretary. The Presiding Officer shall be Library Chair, unless the meeting is designated a College Meeting, when the Dean of Libraries shall preside (or someone designated by him/her). The Presiding Officer shall call general meetings as required under various provisions of these Bylaws and shall preside over such meetings.

The Faculty shall meet at least once each long semester. Notice of these meetings, with a call for agenda items and nominations when appropriate, shall be made at least ten working days in advance. The Secretary shall include on the agenda any item of business submitted to the Presiding Officer in writing by any faculty member at least seven working days prior to the meeting. The agenda shall be distributed to all faculty members at least five working days prior to the meeting. Additions to or deletions from the agenda after it has been distributed must be approved by the majority vote of the faculty attending the meeting.

Additional collegiate meetings may be scheduled by the Presiding Officer, or at the request of standing committee chairs, the Faculty Senator, or at the written request of at least five regular faculty members. Requests go to the Presiding Officer. The additional meetings shall be scheduled no later than ten working days after the receipt of the request unless the requester or requesters agree to a later date. Meetings, exclusive of meetings to amend the Bylaws or Guidelines and/or elections, may take place less than ten working days after the request has been made. The agenda of such meetings should be distributed with the call to meeting.

The Secretary shall be responsible for notifying the members of all meetings and for distributing the agenda. Minutes of each departmental meeting shall be written by the Secretary and forwarded to the Library Faculty no later than five working days after the meeting; minutes of each collegiate meeting shall be written by the Secretary and forwarded to the Provost, the President, and to all faculty members no later than five working days after the meeting.

Each regular meeting shall follow this order of business: 1. Approval of minutes of the previous meeting; 2. reports of standing committees; 3. reports of special/*ad hoc* committees; 4. unfinished business; 5. new business and announcements; 6. adjournment.

Article VI: Elections and Voting Procedures

The Secretary shall conduct all elections; elections normally will be held ten working days prior to the Spring faculty meeting. Voting shall remain open for five working days providing five working days for a run-off, if necessary. The Secretary shall be responsible for circulating call for nominations at least fifteen working days prior to elections. All nominees must be members of the Library faculty. Nominations for all elective positions submitted prior to the election must be written and submitted electronically to the Secretary and Presiding Officer at least two working days prior to the election. All nominators must have the written agreement of those they nominate, which should be submitted electronically with the nomination.

All elections shall be by secret ballot. A majority vote shall be required for election. If no candidate receives a majority of the ballots cast, members shall vote for the candidates who received the two largest numbers of votes on the previous ballot and shall repeat the balloting until one candidate receives a majority of the votes. The Secretary shall announce the results of the election at the Spring faculty meeting.

Written absentee ballots shall be accepted, provided they are placed in an envelope which is sealed, dated, signed, and delivered to the Secretary prior to the meeting. Any faculty member who will not be present at said meeting may submit an absentee ballot.

Service begins immediately for Library Faculty committees, with service beginning at the appropriate time designated for University Faculty committees. Faculty members who must withdraw from Library Faculty or University Faculty Committees must inform the Chair and Secretary so a replacement can be elected.

Special Elections:
Special elections may be called for specific types of vacancies:

To select:

a. a replacement for the unexpired term of any officer, representative, or

committee member who is unable to complete a term for any reason (death/illness, resignation, etc.)

b. a temporary replacement for any committee member who will be on leave for more than three consecutive months.
c. new committee members or replacements if an election cannot wait until a regularly scheduled faculty meeting

Special elections shall be conducted by the same rules governing the original election as soon as possible after the vacancy occurs. The Secretary, through the Presiding Officer, may conduct them on a shorter timeline if necessary and announce the results electronically. Newly elected replacements/members shall assume the duties and privileges of office immediately after election.

All matters of non-elective business brought before the Faculty that require a vote shall be resolved by a majority of those eligible voters present and voting unless otherwise specified in these Bylaws. A voice vote or show of hands shall be taken unless a secret ballot is requested. A secret ballot may be requested by any member of the Faculty and is required when such a request is made. Secret ballots taken at the meeting may be paper ballots, electronic, or other method as determined by the Secretary; however, only one methodology may be utilized for all members voting at the meeting.

Article VII: Committees

The Faculty shall conduct much of its business through standing and *ad hoc* committees. Committee meetings shall be conducted informally unless a member requests adherence to *Robert's Rules of Order*.

Standing Committees

Standing Committees shall include the Library Advisory Committee, the Sabbatical Leave Committee, the Faculty Governance Committee, the Reappointment Committee, the Tenure and/or Promotion to Associate Committee, the Promotion to Librarian Committee, the Post-Tenure Review Committee, the Information Access Committee, the Library Curriculum Committee, the Library Residents Committee, the Library Faculty Mentoring Committee, and any other committees established by amendment to these Bylaws.

For the Reappointment Committee, the Tenure and/or Promotion to Associate Committee, the Promotion to Librarian Committee, and the Post-Tenure Review Committee, electronic elections are permitted in order to fill a vacancy or to designate appropriately ranked members for a specific review or reviews.

Library Advisory Committee [LAC]

A Library Advisory Committee shall advise the Chair of the Libraries Faculty and serve

as a liaison between the Faculty and the Dean. The Committee maintains the rosters for search committees and advises the Dean on candidates for search committee membership. The Committee shall consist of four regular faculty members elected by the Library Faculty, in addition to the Chair, who shall serve as Chairperson. The term for elected members shall be three years. Terms shall be staggered. Elected members of the Committee shall not succeed themselves. The Committee shall meet regularly. Meetings shall be called at the request of the Chairperson or at the request of two or more Committee members. The Chairperson shall appoint a Secretary, who will serve a one-year term. The Secretary shall record the minutes of the Committee meetings and shall distribute copies to each faculty member.

Sabbatical Leave Committee

The Sabbatical Leave Committee shall consist of the Library Chair and the elected members of the Library Advisory Committee. The Committee shall review sabbatical leave applications and forward them to the Dean according to the University's calendar.

Faculty Governance Committee

A Faculty Governance Committee will maintain oversight of faculty governance documents, namely, the Bylaws and Guidelines. The committee will keep these documents in compliance with the Faculty Manual, and oversee the revision process, from proposing changes to the Faculty or reviewing proposals from the faculty at large, to monitoring the approval process in collaboration with the Faculty Manual Editor and the Office of the Provost.

The committee shall be composed of three regular faculty of any rank elected by all ranks of the Library Faculty serving staggered three-year terms. Committee members shall not succeed themselves but may be elected to serve any numbers of times. A member becomes chair for a year in the second year of service. The Library Chair, and the Lead and the Lead and Alternate Senators shall serve in an advisory capacity.

Reappointment Committee [RC]

The Guidelines for Appointment, Reappointment, Tenure, Promotion and Post-Tenure Review of Library Faculty, appended to these Bylaws, shall govern the selection of members and the activities of the Reappointment Committee.

Tenure and/or Promotion to Associate Committee [TPAC]

The Guidelines for Appointment, Reappointment, Tenure, Promotion and Post-Tenure Review of Library Faculty, appended to these Bylaws, shall govern the selection of members and the activities of the Tenure and/or Promotion to Associate Committee.

Promotion to Librarian Committee [PLC]

The Guidelines for Appointment, Reappointment, Tenure, Promotion and Post-Tenure

Review of Library Faculty, appended to these Bylaws, shall govern the selection of members and the activities of the Promotion to Librarian Committee.

Post-Tenure Review Committee [PTRC]

The Guidelines for Appointment, Reappointment, Tenure, Promotion, and Post-Tenure Review of Library Faculty, appended to these Bylaws, shall govern the selection of members and the activities of the Post-Tenure Review Committee.

Information Access Committee [IAC]

Charge: To advise the Dean on collection-related matters in the Libraries. To develop recommendations for guidelines and policies regarding collection management and access to external sources of information for referral to the Dean of Libraries and/or the library faculty. The Committee recommends to the Dean the addition and deletion of titles (serials, databases, etc.) obtained by subscription from ongoing serials funds and sets the yearly allocation of monographic funds. The Committee notifies the selectors of monographic funds allocated, the methods used for allocation, and the timetable for spending them. The committee may appoint *ad hoc* groups of faculty to deal with short-term issues.

Composition: Seven members as follows:

Ex officio: Unit Head, Technical Services and Collection Management; Unit Head, Information and Research Services; Electronic Resources Librarian; Collection Management Librarian. Members elected by the Library Faculty: One representing the architecture/art and humanities selectors; one representing the business, education, nursing and health sciences, and social sciences selectors; one representing the agriculture, engineering, and sciences selectors; one member from the faculty at large.

The members, with the exception of the *ex officio* members, serve three-year staggered terms. The chair shall be elected by the membership of the Committee. Faculty members may ask the Committee to review its decisions. In the case of further disagreement, the faculty member may appeal the Committee's decision to the Dean. The Dean's ruling is final.

Library Curriculum Committee [LCC]

A Library Curriculum Committee shall serve as liaison between the library faculty and the University Undergraduate and Graduate Curriculum Committees. The LCC shall consist of three regular faculty members, separately elected from the library faculty at large. The Library Instruction Coordinator shall also serve on this committee as a non-voting, *ex-officio* member, creating a total membership of four. The term of office for elected members is for three years in rotation. The committee shall elect its chair each

year.

It shall be the responsibility of Library Curriculum Committee members to report in writing any new degree programs or other relevant information promptly to the Information Access Committee and the appropriate departmental liaisons/selectors. Prompt notice also shall be given to the appropriate departmental liaisons/selectors of course additions and deletions.

The Library Curriculum Committee shall also develop and review proposals for courses designated as library courses, and recommend approved library courses to the appropriate University curriculum committee for final consideration and approval.

Library Residents Committee

This committee coordinates the Library Resident Program that provides opportunities for early career professionals from underrepresented populations to help diversify and enrich the library profession. The committee collaborates with Unit Heads and other Libraries employees to develop term-limited position descriptions and unit-based projects; supports recruiting and interviewing potential candidates with one committee member serving on the search committee; acts as faculty mentors to provide guidance and support or connects Fellows with faculty mentors if none on the committee suffice; regularly assesses the Program; and advises the Dean regarding Residents-related matters within the Libraries.

The committee shall be composed of three library faculty elected by the Library Faculty serving staggered three year terms. Committee members shall not succeed themselves but may be elected to serve any number of times. A member becomes chair for a year in the second year of service on the committee. The Unit hosting Residents may be asked to supply an *ex officio* member, as needed.

Library Faculty Mentoring Committee

This committee coordinates the Library Mentoring Program by assigning mentors to newly-hired library faculty, providing guidance and training to mentors, and assessing the program. The committee shall be composed of three library faculty elected by the Library Faculty serving staggered three-year terms. Members must be in their second year of employment or beyond. Committee members shall not succeed themselves but may be elected to serve any number of times. A member becomes chair for a year in the second year of service on the Committee.

***Ad Hoc* Committees**

The Presiding Officer shall appoint *ad hoc* committees as needed to further fulfill the objectives of the Faculty and to comply with the *Faculty Manual*.

Article VIII: Representation on University Commissions and Committees

In all cases where the Faculty is entitled to representation on University Commissions and Committees, these representatives and their alternates shall be elected by the Faculty according to the *Faculty Manual*.

Article IX: Rules of Order

The rules contained in the most current edition of *Robert's Rules of Order* shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order that the Faculty might adopt.

Article X: Annual Performance Evaluation

In accordance with the annual timeline established by the Provost, each librarian's assigned duties and objectives for the evaluation year shall be established by the Library Chair in consultation with the librarian and appropriate Unit Head (or Dean, in the case of Unit Head librarians). Each librarian shall meet at least twice during the evaluation year with the appropriate Unit Head to discuss progress made toward meeting the librarian's goals and objectives. The Unit Head shall then be required to provide a written assessment and rating of the faculty member's effectiveness in Librarianship to the Chair. In the narrative evaluation section of the annual performance review, the Chair shall include, in its entirety, the Unit Head's written assessment and rating. For faculty members who are also Unit Heads, the Library Chair may request written input from the appropriate unit's members. The Library Chair shall complete all evaluation documents. The annual performance evaluation proceeds as outlined in the *Faculty Manual*. Disclaimers by the librarian may be attached to the review at any stage of the evaluation process. All required or solicited assessments shall be made available to the faculty member upon written request to the Library Chair.

Article XI: Administrative Appointments

The selection of individuals for administrative positions within the Libraries shall be conducted in accordance with the *Faculty Manual*. The selection of an interim Library Chair will be coordinated by the Library Advisory Committee and communicated to the faculty prior to its initiation.

Article XII: Administrative Performance Reviews

Administrative evaluations are conducted periodically as outlined in the *Faculty Manual.* These evaluations shall employ the approved forms, as appropriate, which are appended to this document. No limitation is placed on the method of delivery except that each form must be used in its entirety without change to wording, content, or order. Changes to the content of either form must be made in accordance with procedures for changing Library Faculty Bylaws.

Article XIII: Amendments

Any proposed amendments or additions to these Bylaws shall be circulated electronically in writing to all Faculty in the Library for a period of at least ten working days prior to the meeting. Amendments and additions shall be approved by a two-thirds majority of members.
Absentee ballot procedure used for elections (Article V) also applies to voting on Bylaws amendments.

Article XIV: Primacy of the *Faculty Manual*

Any provisions within these Bylaws that contradict the *Faculty Manual* are null and void.