

**Requirements for COLLEGE BYLAWS – 2022-2023 Faculty Manual**

College

Date

*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*.

Updated 8/01/2022. These requirements have not changed since the 2017-18 *Faculty Manual*.

Requirement	Reference	Compliance		
		Yes	No	N/A
1 College Bylaws may not contradict the <i>Faculty Manual</i>	Ch III, A1c			
2 Statement that college bylaws may not contradict the <i>Faculty Manual</i>	Ch IX, K1e			
3 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			
4 Consistent with the opportunity to establish other duties assigned to the dean	Ch VIII, G2r			
5 Consistent with the opportunity to establish other duties assigned to the department chair	Ch VIII, I2p			
6 Consistent with mechanisms to select or elect members to college and university committees in the <i>Faculty Manual</i>	Ch IX, D2a, i			
7 Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the <i>Faculty Manual</i>	Ch IX, D2a, i			
8 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			
9 Consistent with the requirement that there are formal College meetings at least once during each long semester	Ch IX, K2a			
10 Consistent with the requirement that standing and other committees of the college report to the faculty at formal College meetings	Ch IX, K2b			
11 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			
12 Consistent with the requirement that recommendations from the college faculty are forwarded to appropriate University officials and groups	Ch IX, K2d			
13 Consistent with the requirement that minutes of collegiate faculty meetings are forwarded to the Provost and President for information	Ch IX, K2e			
14 A standing curriculum committee is required. There may be separate undergraduate and graduate committees	Ch IX, K3b			
15 Each curriculum committee elects own chair	Ch IX, K3c			
16 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			
17 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			
18 Only regular faculty may vote on the curriculum committees	Ch IX, K3f			
19 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			
20 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			
21 Consistent with the requirement that curricular recommendations are acted upon by the collegiate faculty and/or appropriate college curriculum committee	Ch IX, K3i			
22 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			
23 Consistent with the requirement that ad hoc committees may be established at the discretion of the dean	Ch IX, K4b			
24 Consistent with the requirement that membership on collegiate committees, except as noted in Ch IX, D3 of the <i>Faculty Manual</i> , 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			
25 Consistent with the requirement that collegiate peer review committees for TPR are only authorized if contained in College Bylaws	Ch II, Art III-2			