

Requirements for COLLEGE BYLAWS – 2018-2019 *Faculty Manual*

College of _____

Date _____

NOTE: College bylaws require approval by the Provost (Ch VII, K1d and Chapter VIII, Article III-1). This list may be useful to ensure that college bylaws conform with the *Faculty Manual*. Updated 8/16/2018. This list only differs from the 2017-2018 list in some section numbers; all requirements are the same.

Requirement	Reference
1 College Bylaws may not contradict the <i>Faculty Manual</i>	Ch II, A1c
2 Statement that college bylaws may not contradict the <i>Faculty Manual</i>	Ch VII, 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 III, D2g
4 Other duties assign to the dean OPTIONAL	Ch VI, G2r
5 Other duties assign to the department chair OPTIONAL	Ch VI, I2p
6 Mechanism to elect members to university and college committees OPTIONAL	Ch VII, D2a, i
7 Mechanism to elect members to university and college committees in the case of vacancies OPTIONAL	Ch VII, D2a, i
8 Process to elect college representatives to the Council on Graduate Studies and its sub-committees	Ch VII, F3b, i
9 Formal College meetings at least once during each long semester	Ch VII, K2a
10 At the formal meeting, standing and other committees of the college report to the faculty	Ch VII, K2b
11 Opportunity for any member of the collegiate faculty to raise questions about academic affairs of the college	Ch VII, K2c
12 Recommendations from the college faculty are forward to appropriate University officials and groups	Ch VII, K2d
13 Minutes of collegiate faculty meetings are forwarded to the Provost and President for information	Ch VII, K2e
14 A standing curriculum committee is required. There may be separate undergraduate and graduate committees	Ch VII, K3b
15 Curriculum committee(s) elects own chair	Ch VII, K3c
16 The Curriculum Committee Chair serves on the Undergraduate Curriculum Committee along with a second representative elected by the committee	Ch VII, K3c and 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 VII, K3d and e
18 Only regular faculty may vote on the curriculum committees	Ch VII, 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 VII, K3g and Ch VII, K3g, i
20 Terms of service on the curriculum committee(s) are determine by Faculty in the college and must be specified in the bylaws	Ch VII, K3h
21 Curricular recommendations are acted upon by the collegiate faculty and/or appropriate college curriculum committee	Ch VII, K3i
22 Collegiate faculty may establish other standing committees, whose composition and membership are determined by the collegiate in accordance with the bylaw	Ch VII, K4a
23 Ad hoc committees may be established at the discretion of the dean	Ch VII, K4b
24 Membership on collegiate committee, except as noted in Ch VII, D3 of the <i>Faculty Manual</i> , need not be confined to regular faculty; College bylaws shall provide for Faculty, special faculty, students, and staff on representation whenever appropriate	Ch VII, K5
25 Collegiate peer review committees for TPR are only authorized if contained in College Bylaws	Ch VIII, III-2