

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

Department:

Date

**NOTE:** This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/16/18. Note that only some section references have changed since 2017-2018, but no other content has changed.

Requirement	Reference
1 Departmental bylaws may not contradict the Faculty Manual	Ch II, A1c
2 Statement that departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch VII, L2f
3 The TPR document is distinct from departmental bylaws	Ch IV, D1c
4 Specification of approval process to appoint faculty to special ranks	Ch III, D2a
5 Process for selecting search and screening committees for special rank faculty OPTIONAL	Ch III, D2a
6 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 III, D2g
7 Requirements for the appointment of research faculty	Ch III, D2i, i(2)
8 Requirements for the reappointment and promotion of research faculty	Ch III, D2i, i(5)
9 Requirements for the appointment of extension faculty	Ch III, D2i, ii(3)
10 Requirements for the reappointment and promotion of extension faculty	Ch III, D2i, ii(6)
11 Specification of the process for initiating the appointment of clinical faculty	Ch III, D2i, iii(2)
12 Specification of the process for initiating the appointment of professor of practice faculty	Ch III, D2i, v(4)
13 Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch IV, B5a, i(1)
14 Procedures for recruiting and evaluating special ranks faculty	Ch IV, B5b, i
15 Procedures for selecting search and screening committees for special rank faculty OPTIONAL	Ch IV, B5b, i(1)
16 Specification of how the TPR Committee shall solicit recommendations from senior lecturers for reappointment of lecturers, promotion review of lecturers to senior lecturer, and reappointment review of senior lecturers. NOTE: This may also be in TPR Guidelines	Ch IV, D1g
17 Procedures for electing the Post-Tenure Review Committee separate from the TPR Committee	Ch IV, F4a and b
18 Only tenured faculty may serve on the PTR Committee	Ch IV, F4b
19 The PTR Committee shall have a minimum of three members	Ch IV, F4c
20 Faculty members in Part II of PTR are not eligible to serve on the PTR committee	Ch IV, F4d
21 The PTR Committee shall elect its own chair	Ch IV, F4e
22 Process for electing an external PTR member if this is part of the Post-tenure review process OPTIONAL	Ch IV, F6a, ii
23 Policy if external letters are required are required for post-tenure review	Ch IV, F6a
24 Other duties assign to the department chair OPTIONAL	Ch VI, I2p
25 Mechanism to elect members to college committees unless otherwise required OPTIONAL	Ch VII, L7a
26 Mechanism to elect members to university and college committees in the case of vacancies OPTIONAL	Ch VII, D2a, i
27 There shall be at least one department faculty meeting per long semester	Ch VII, L3a
28 Opportunity to establish separate Undergraduate and Graduate Curriculum Committees OPTIONAL	Ch VII, L4b
29 Departmental curriculum committees elect their chairs	Ch VII, L4c
30 Every department shall have a standing advisory committee in the departmental bylaws	Ch VII, L5a
31 Other standing committees shall be established in departmental bylaws	Ch VII, L6d
32 Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch VII, L7a