

Requirements for DEPARTMENTAL BYLAWS – 2019-2020 *Faculty Manual*

Department:

Date

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*. Updated 8/12/2019.

The 2019-2020 *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.

Compliance
* see note below

Requirement	Reference	Yes	No	N/A
1 Departmental bylaws may not contradict the Faculty Manual	Ch III, A1c			
2 Statement that departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch IX, L2f			
3 The TPR document is distinct from departmental bylaws	Ch V, D1c			
4 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			
5 Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch V, B5a, i			
5a 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			
6 Process for selecting search and screening committees for special rank faculty	Ch V, B5a, i(1)			
7 Consistent with the opportunity to establish other duties assigned to the department chair	Ch VIII, I2p			
8 Consistent with mechanisms to select or elect members to college and university committees in the <i>Faculty Manual</i> or the College Bylaws	Ch IX, D2a, i(1)			
9 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			
10 Consistent with the requirement that there shall be at least one department faculty meeting per long semester	Ch IX, L3a			
11 There must be a standing curriculum committee.	Ch IX, L4a			
12 Consistent with the opportunity to establish separate Undergraduate and Graduate Curriculum Committees	Ch IX, L4b			
13 Departmental curriculum committee(s) elect their chairs	Ch IX, L4c-e			
14 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			
15 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			
16 Consistent with the opportunity for the department chair to establish ad hoc committees	Ch IX, L6c			
17 Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch IX, L7			