

**COLLEGE OF LIBERAL ARTS & SCIENCES**

**BYLAWS**

March 2006

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## **COLLEGE OF LIBERAL ARTS & SCIENCES**

### **BYLAWS**

#### **PREAMBLE**

These Bylaws are established by the tenured and tenure-track faculty of the College of Liberal Arts and Sciences of the University of Colorado at Denver and Health Sciences Center, with the approval of the Dean, Provost, and Chancellor, to define for the College responsibilities and organization, and procedures for the exercise of its responsibilities. These Bylaws provide a system of governance for the College consistent with the principle of faculty responsibility and consistent with the laws of the State of Colorado and the rules of the Board of Regents of the University of Colorado. See <http://www.cusys.edu/regents/Laws>

## ARTICLE I

### Definitions

As used in these Bylaws, the following definitions shall apply, unless otherwise specified.

1. **The College:**

The College of Liberal Arts and Sciences of the University of Colorado at Denver and Health Sciences Center.

2. **Constituency:**

Any of the defined faculty, student, or administrative groups within the College who are eligible to serve on College committees and who enjoy full or limited voting rights.

3. **Faculty:**

These Bylaws define only those faculty positions eligible to participate in college governance and/or serve on College committees. For all other faculty titles see <http://www.cu.edu/regents/Policies/Policy5L.htm>

a. Tenured and Tenure-Track Faculty.

Those tenured or tenure-track employees who hold academic rank and whose names appear in the annual personnel budget roster, except administrators defined in Article I, Section 5, below.

b. Instructor and Senior Instructor.

Those non-tenure track and at will employees who hold titles of Senior Instructor or Instructor with appointments of 50% or more.

Research Faculty, Clinical Faculty, Lecturers, Teaching Assistants, Research Assistants and Associates, Adjoint, and Adjunct Faculty, Visiting Professors, and faculty with Attendant Rank do not serve on College Committees nor enjoy voting rights within the College.

4. **Students:**

a. Undergraduate Students.

All students matriculated in baccalaureate-level degree programs within the College.

b. Graduate Students.

All students admitted to the Graduate School of the University of Colorado at Denver and Health Sciences Center and matriculated in degree programs taught by graduate faculty within the College.

5. **Administration:**

a. Academic Administration.

Administrative or staff assistants, academic counselors, program specialists, technical specialists and secretaries employed by the College.

6. **Voting Members of Constituencies:**

- a. For purposes of voting on issues pertaining to the Bylaws or general governance of the College, and for electing members of its own constituency to committee membership each tenured and tenure-track faculty member as defined in these Bylaws Article 1, Section 3a shall be entitled to one vote.
- b. For purposes of electing members of their own constituency to committee membership, Instructors/Sr. Instructors, and Students as defined in these Bylaws Article 1, Section 3b and 4a and b are entitled to one vote.

7. **The CLAS Council:**

The CLAS Council is the major deliberative and legislative body of the College of Liberal Arts and Sciences consisting of elected representatives from the tenured and tenure track faculty and instructors and senior instructors.

8. **The Council of Chairs:**

The Council of Chairs consists of the Chairs of all recognized Departments in the College of Liberal Arts and Sciences. The Council of Chairs serves in an advisory capacity to the Dean and consults as necessary with the CLAS Council so as not to impede or abrogate through its decisions the functions and responsibilities of the CLAS Council as defined in these Bylaws.

9. **Departments and Other Tenure Granting Units:**

Within the College there are the following departments and/or tenure granting units: Anthropology, Biology, Chemistry; Communication, Economics, English, Ethnic Studies, Geography and Environmental Sciences, Health and Behavioral Sciences, History, Mathematics, Modern Languages, Philosophy, Physics, Political Science, Psychology, and Sociology.

10. **Member of More than One Constituency, Department, or Discipline:**

Any person formally assigned simultaneously to more than one constituency, department, or discipline. When the assignment of such a person is at least 60 percent in one constituency, department, or discipline, the person shall be considered a member of that particular constituency, department, or discipline. When a person's assignment is less than 60 percent in any one constituency, the person shall select the constituency, department, or discipline with which the person will be associated for the purposes of these Bylaws.

11. **Divisions:**

For the purposes of the Bylaws there are four divisions within the College: Humanities (English, History, Modern Languages, Philosophy); Integrated Sciences (Anthropology, Geography and Environmental Sciences, Health and Behavioral Sciences, and Psychology); Physical and Natural Sciences (Biology, Chemistry, Mathematics, Physics); and Social Sciences (Communication, Economics, Ethnic Studies, Political Science, and Sociology).

12. **Member of the CLAS Council, or Representative:**

A representative of a constituency in the CLAS Council, possessing a vote in the CLAS Council.

13. **The Dean:**

The Dean of the College of Liberal Arts and Sciences  
See <http://www.cusys.edu/regents/Laws/Article4A.htm>

14. **The Associate Deans:**

Those individuals appointed by the Dean of the College of Liberal Arts and Sciences as Associate Deans of the College of Liberal Arts and Sciences who serve under the Dean's authority and whose duties are at the discretion of the Dean.

15. **Department Chairs:**

The Chairs of all recognized Departments in the College of Liberal Arts and Sciences see <http://www.cusys.edu/regents/Laws/AppendixB.html>

## ARTICLE II

### The Dean of the College

1. **Role:** (from the Laws of the Regents Article 4.A..2A)

There shall be a dean of each college or school who shall be the principal administrative officer for the college or school, and the presiding officer for faculty meetings of the college or school.

2. **Powers & Functions:** (from the Laws of the Regents Article 4.A..2.C)

Each dean shall be responsible for matters at the college or school level including but not limited to enforcement of admission requirements; the efficiency of departments and other divisions within the college or school; budgetary planning and allocation of funds; faculty assignments and work load recommendations on personnel actions; curriculum planning; academic advising; accountability and reporting.

## ARTICLE III

### The Council of Chairs

#### 1. **Role and Functions:**

There shall be a CLAS Council of Chairs, consisting of CLAS department chairs and program directors.

- a. The CLAS Council of Chairs shall advise the Dean in matters of faculty hiring, faculty development, program development and co-ordination, curriculum, strategic planning and such other matters as may properly come before it.
- b. Suggested policies sent to the Dean by other committees of the College, or by the administration of the College or campus, will be forwarded to the Council of Chairs prior to any final action by the Dean. Upon request of any three members of the Council of Chairs action on such policies will be delayed until after the next meeting of the Council (but not for more than three weeks), so that it may make a formal recommendation.
- c. The Council of Chairs will elect from among the Chairs the Chairs' representatives to the College Budget and Planning Committee.
- d. Each Department Chair and program director shall have one vote in matters decided by a ballot of the Council of Chairs

#### 2. **Elected Officers**

At the first meeting of the fall semester, the Chairs shall elect a leader and an assistant leader to serve until the next election. The duties of the leader shall be to preside over meetings of the Council of Chairs and to assemble the agenda for all meetings. The assistant leader shall perform these duties in the absence of the leader.

#### 3. **Meetings**

The Council shall meet at least once during the Fall and Spring semesters after the regularly scheduled Chairs Meeting with the Dean and as needed. The first meeting of the academic year shall be held no later than the October Chairs Meeting. Additional meetings may be called by a petition of at least three members of the Council of Chairs. Written notice of, and the agenda for, these meetings shall be given to members of the Council of Chairs at least 48 hours in advance. If 48 hours notice has not been given, a waiver of this requirement may be passed by a two-thirds vote of the Council of Chairs.

## ARTICLE IV

### The CLAS Council

1. **Role:**

There shall be a CLAS Council as the major deliberative and legislative body of the College of Liberal Arts and Sciences. The CLAS Council shall articulate and convey the will of the faculty to the Dean in matters related to the academic enterprise. The CLAS Council shall meet as needed but not less than once a month during the Fall and Spring Semesters. Nothing in these Bylaws abrogates the right of any constituency or other duly organized body within the College Of Liberal Arts and Sciences to organize and meet.

2. **Powers and Functions:**

The CLAS Council shall be responsible for conveying the will of the CLAS faculty through the establishment, review, and approval of the College of Liberal Arts and Science's educational policy; review and approval of policies for instructional, research, and service programs of the College; review and approval of the College's academic regulations and requirements; approval of all academic programs including new courses, departments/disciplines, degree programs, certificate programs, and specialty programs in the College; review and approval of program and degree discontinuance; establishment of the College's admission standards and requirements; establishment of the College's degree requirements; review, approval, and coordination of the College's strategic planning and budget recommendations, and such other matters as may properly come before it by appropriate College committees. The CLAS Council may consider and direct matters that significantly affect the College, but it shall respect the governance structure of the University of Colorado at Denver and Health Sciences Center and of the University of Colorado, and the autonomy of other schools and colleges within the University. The CLAS Council shall hear any grievances or disputes emerging from the standing committees of the College and vote as appropriate to resolve such grievances

3. **Total Size of the CLAS Council:**

The CLAS Council shall have that number of representatives as specified in 4,5, and 6 of this Article II.

4. **Tenure and Tenure-Track Faculty:**

- a. Each department in the College shall elect one tenured or tenure track faculty representative.
- b. Every attempt will be made to maintain a reasonable balance between the numbers of senior and junior faculty members serving on the CLAS Council. In the event that an imbalance occurs, the Executive Committee of the CLAS Council may, during the election period, ask Departments with vacancies to make an effort to correct the imbalance.

5. **Instructors and Senior Instructors:**

- a. Instructors/Sr Instructors within the College shall elect one representative from within their rank.
- b. CLAS Council and standing committee positions for Instructors/Sr. Instructors are filled on a voluntary basis, do not constitute remunerable service to the College, and may not be used in the evaluation of these faculty in matters of retention, promotion, and merit raises except as may be specifically stipulated in individual contracts.

6. **Administration and Staff:**

- a. The Dean or his appointed representative shall be a member of the CLAS Council ex officio.
- b. The Dean's office shall provide a staff person ex-officio to attend meetings, take CLAS Council minutes, and assist with record keeping and elections.

c. The duties of the Staff Person described in b above shall be:

- (1) to keep and circulate the minutes and records of the CLAS Council
- (2) to send out notices of meetings and agenda
- (3) to assist the Executive Committee of the CLAS Council with elections
- (4) to perform such other duties as the CLAS Council may prescribe
- (5) to keep and publish a record of actions taken but not yet implemented

7. **Qualifications of Representatives/Seat Vacancies**

Any member of a constituency shall be eligible to serve as a representative of that constituency. If a duly elected representative of any constituency changes status or residence so as no longer to be a member of that constituency, becomes a member of another constituency, or is no longer capable of representing that constituency then the seat shall be declared vacant and the appropriate department or constituency will be asked to elect a replacement

8. **Terms of Office of Representatives**

- a. In all cases the term of office of a representative shall start at the beginning of the Fall semester of each year.
- b. Each tenured and tenure track faculty member elected to a full term shall serve for two years. Each Instructor/Sr. Instructor shall serve for one year. Insofar as possible one-half of the faculty membership of the CLAS Council shall be elected each year.

9. **Elections of Representatives**

- a. Representatives to fill vacancies will be elected each April by the departments which they represent.
- b. The method for elections shall be determined and elections administered by the departments.
- c. If a CLAS Council member does not meet regularly with the CLAS Council, the Executive Committee of the CLAS Council shall declare the seat vacant. The vacancy shall be filled by the member's department. The definition of regular attendance will be determined by the CLAS Council.

10. **Elected Officers**

a. At the first meeting of the fall semester the CLAS Council shall elect from among its tenured and tenure track faculty members a Chair and/or a Chair-Elect, to serve until the next election. The Chair-Elect must be elected in the first year of a two year term.

b. The duties of the Chairperson shall be:

- (1) to preside over meetings of the CLAS Council
- (2) to chair the Executive Committee of the CLAS Council
- (3) to assemble the agenda for all meetings
- (3) to perform such other duties as the CLAS Council may prescribe
- (4) to sit on the campus Faculty Assembly

c. The duties of the Chair Elect shall be:

- (1) to preside over meetings in the absence of the Chair
- (2) to serve on the Executive Committee of the CLAS Council
- (3) to chair the Executive Committee of the CLAS Council in the absence of the CLAS Council Chair
- (4) to perform such other duties as the Chair or CLAS Council may prescribe
- (5) to agree to serve as Chair of the CLAS Council in the following year.

11. **Meetings**

- a. The CLAS Council shall hold regular sessions once each month except during June, July, and August. Special meetings or sessions may be called by the Chair or by petition of at least twenty five percent of the voting members of the CLAS Council. Written notice of, and the agenda for, special meetings or sessions shall be given to members of the CLAS Council at least 48 hours in advance. If 48 hours notice has not been given, a waiver of this requirement may be passed by a two-thirds vote at the special meeting or session.
- b. At its meetings the CLAS Council shall consider and vote upon all recommendations brought before it by the Executive Committee of the CLAS Council, the Budget and Planning Committee, and Educational Policies and Curriculum Committee. All other matters of academic importance in the College shall be duly considered, and the will of the CLAS Council determined and forwarded to the Dean.
- c. A quorum shall consist of a majority of the voting members of the CLAS Council. Methods for handling tie votes shall be established by the CLAS Council. The Chair or a Council member may request that a vote be taken by secret ballot when deemed desirable to do so.
- d. Meetings shall be conducted in an orderly and respectful fashion and, if deemed necessary by the membership, will conform to the latest edition of Robert's Rules of Order, except that the provisions of these Bylaws and such rules as the CLAS Council may adopt shall take precedence.
- d. Faculty of the University of Colorado at Denver and Health Sciences Center, students of the University of Colorado at Denver, and members of the administration of the University of Colorado at Denver may attend any meetings of the CLAS Council as observers, and may address the CLAS Council upon recognition by the chair with consent of the CLAS Council

12. **Minutes**

Under the direction of the Chair and Staff Person, minutes of each CLAS Council meeting shall be prepared and distributed to the members and all faculty. Permanent files shall be kept by the Dean, the Dean of Auraria Libraries, and the Chair of the CLAS Council.

13. **Submission of Issues to the Electorate**

a. Rescission.

Any action of the CLAS Council may be rescinded by a vote of the tenured and tenure-track faculty of the College, as specified in paragraph c, below. A motion submitted to the electorate for rescission shall be in the same form as the motion originally acted upon by CLAS Council, and the motion shall have appended to it a brief description of the action taken by CLAS Council.

b. Referendum

By the procedures specified in paragraph c, (1) and (2) below, either the CLAS Council or groups within the ranks of tenured and tenure-track faculty may initiate a referendum on any clearly stated issue or motion pertinent to the College. A motion or issue submitted to the entire body of tenured and tenure-track faculty for a referendum shall have appended to it a brief description of discussion or action taken with respect to the motion or issue by the CLAS Council. The outcome of a referendum shall be presented to the CLAS Council by the Executive Committee of the CLAS Council as the opinion of the tenured and tenure-track faculty on the motion or issue and shall be binding upon the cCLAS Council only in specifications given in paragraph c (2) and (3) below.

c. Procedure

- (1) A vote of the tenured and tenure-track faculty, either for rescission or for referendum, may be called provided that a motion for such a vote is passed in the CLAS Council by a two-thirds majority of those voting or that such a vote is requested by petition signed by a number of members of the tenured and tenure-track faculty equal to a least twenty percent of the eligible faculty votes. The vote must be called no later than the next meeting of the CLAS Council.
- (2) In the case of referenda or motions for rescission not initiated by the CLAS Council, petitions from the tenured and tenure-track faculty shall be delivered to the Executive Committee of the CLAS Council which shall be responsible for certifying the legitimacy of the petition, directing a discussion of the proposed ballot in the next CLAS Council meeting, and establishing the time and place of a faculty meeting for the discussion of the proposed ballot, to be no later than four working weeks after the first receipt of petitions. The Committee shall fulfill these responsibilities during the regular fall or spring semesters and within 30 calendar days of first receipt of petitions.
- (3) In referenda submitted to the tenured and tenure-track faculty of the College at least 50% of the eligible faculty must vote. Of the members who cast votes the majority shall prevail.

## ARTICLE V

### The Executive Committee of the CLAS Council

1. **Role:**

There shall be an Executive Committee of the CLAS Council to act as a steering committee for the CLAS Council, expedite the completion of Council business, manage elections, and oversee the review and revision of the Bylaws.

2. **Composition:**

The Executive Committee shall consist of the Chair and Chair Elect of the CLAS Council plus four tenured or tenure track faculty members of the CLAS Council representing the four divisions and elected by the CLAS Council.

3. **Power and Functions:**

The Executive Committee of the CLAS Council shall

- (a) Call CLAS Council meetings.
- (b) Solicit and receive items for the agenda and organize and present the agenda for each CLAS Council meeting. Copies of the agenda and proposals for action shall be distributed to members of the CLAS Council at least 48 hours before regular CLAS Council meetings. If a proposal for action has not been distributed 48 hours in advance, a waiver of the requirement may be approved by a two-thirds majority of those voting.
- (c) Forward CLAS Council decisions and convey the will of the faculty to the Dean, the Council of Chairs and, when appropriate, to the Faculty Assembly, Faculty Council, and Faculty Senate.
- (d) Manage elections within the College (for standing committees, referenda, bylaws, etc.).
- (e) Communicate with the faculty regarding CLAS Council actions and governance issues.
- (f) Serve in the place of the CLAS Council during the summer except in such matters as are deemed of such import as to require full CLAS Council deliberation.
- (g) Review the Bylaws at least once every four years to insure they are kept current and in compliance with the Laws of the Regents. The Bylaws as written will stand until reviewed and revised.
- (h) Bring to the CLAS Council for deliberation proposed changes of the Bylaws. Arrange for a vote by all tenured and tenure track faculty on any Bylaws amendments or changes deemed substantive by a majority vote of the CLAS Council.

## ARTICLE VI

### CLAS Standing Committees: General Functions and Procedures

#### **Title A. General Functions**

The functions of the standing committees of the College of Liberal Arts and Sciences are to review, investigate, advise, and recommend to the CLAS Council and act in those areas assigned and delineated in this Article IV, and in such other matters as may be assigned by the CLAS Council.

#### **Title B. Establishment and Procedures of Standing Committees**

1. Eligibility

All tenured and tenure-track faculty shall be eligible for membership on standing College Committees and shall be elected by that constituency. Instructor/Senior Instructor and Student seats where provided, shall be elected by their respective constituencies. Standing Committee positions for Instructors/Sr. Instructors are filled on a voluntary basis, do not constitute remunerable service to the College, and may not be used in the evaluation of these faculty in matters of merit raise and/or promotion. The Dean, or a designee of the Dean, shall be a nonvoting member of all committees.

2. Chairpersons

- a. A tenured or tenure track Chairperson of each standing committee shall, except as otherwise specified in these Bylaws, be elected from among the voting members of the committee during the first meeting of each fall semester.
- b. The term of office for committee chairpersons shall be one year beginning on the date of the first meeting of the fall semester.
- c. Committee chairpersons shall have the same voting privileges as other committee members.

3. Term of Office and Vacancies

- a. The term of office of tenured and tenure track faculty members shall be two years beginning in the fall semester after their election. Insofar as possible, one-half of the faculty membership of each committee shall be elected each year.
- b. The term of office of Instructors/Sr. Instructors shall be one year beginning the fall semester after their election. Email notification of unfilled or vacated Instructor/Sr. Instructor seats will be sent by the Executive Committee of the CLAS Council to the members of that constituency along with an invitation to volunteer for the position. However, because of the voluntary, unremunerated nature of these seats, no attempts beyond this should be made to fill the vacancy.
- c. The term of office of student members shall be one year, beginning on September 1 following their election or appointment. A member may be reelected or re-appointed for no more than two terms.
- d. If a committee member does not meet regularly with the committee, the Executive Committee of the CLAS Council shall declare the seat vacant and arrange for a temporary appointment from the appropriate constituency and division until a replacement can be elected. The definition of regular attendance will be determined by the committee. Temporary replacement of committee members on sabbatical leave shall be sought by the Chair through the Executive Committee of the CLAS Council.

4. Selection of Standing Committees (and CLAS Representatives to Faculty Assembly)

- a. On the first working day of April of each year, the Staff Person for the CLAS Council shall send to all tenured and tenure-track faculty and Instructors/Sr. Instructors a call for nominations to fill all vacant seats on the standing committees.
- b. Each eligible constituency shall submit its nominees for the standing committees to CLAS Council staff person who will work in conjunction with the Chair of the Executive Committee of the CLAS Council to establish a full slate of candidates.
- c. The CLAS Council staff person working in conjunction with the Executive Committee of the CLAS Council shall email the complete slate of nominees to all voting members of the CLAS Council not later than April 15 of each year. In addition, the Executive Committee of the CLAS Council shall, during the two-week period following mailing, publicize the slate through posting on bulletin boards, announcements in campus media, and other means if it chooses, to inform members of constituencies of all nominees.
- d. The CLAS staff person shall notify appropriate constituencies where standing committee vacancies exist for student and administrative positions. These constituencies shall determine their own procedures for nominating or designating members to the standing committee and forward their appointed members to the chair of the Executive Committee of the CLAS Council no later than May 1.
- e. CLAS representatives to the campus Faculty Assembly will be nominated and elected concurrently and according to the procedures outlined in a-d above.
- f. The results of the College vote will be forwarded to the Executive Committee of CLAS Council no later than May 15 of each year.

5. Procedures of Standing Committees

- a. Recommendations from the Budget & Planning Committee and the Educational Policies and Curriculum Committee shall be subject to approval by the CLAS Council.
- b. Committee recommendations to be submitted to the CLAS Council for approval shall be distributed to members of the CLAS Council at least 48 hours before the meeting at which action is to be taken. If 48 hours notice has not been given, this requirement may be waived by a two-thirds majority of close voting. If requested, the Chair of a standing committee shall attend the meeting of the CLAS Council at which his/her committee's recommendations will be heard.
- c. A written record of committee actions shall be submitted by the standing committee chair and kept by the CLAS Council staff person appointed in the Dean's office. One copy of such records will be provided to the Chair of the CLAS Council and one copy to the Dean.
- d. By June 15 of each year, all committees shall provide the Executive Committee of the CLAS Council with summaries of their activities for the past academic year.

**Title C. Establishment of Ad Hoc Committees**

The CLAS Council may create ad hoc committees and shall prescribe their functions and compositions in the resolutions creating them. Other ad hoc committees within the college may operate as working groups, but may not create policy or programs affecting matters within the purview of the faculty without approval from the CLAS Council. The actions of ad hoc CLAS faculty committees not approved by the CLAS Council are not binding.

CLAS faculty representatives to Campus or System level standing or ad hoc committees charged with matters within the purview of the faculty must be elected or appointed by the CLAS Council. Actions taken on issues within the purview of faculty by campus and system level committees with CLAS faculty representatives who are not elected or appointed by the CLAS Council will not be seen as reflecting the will of the CLAS faculty.

## **Title D. Composition and Functions of Standing Committees**

### 1. Academic Ethics Committee

#### a. Composition:

five voting tenured or tenure track faculty members (one from each division plus one at large)  
one voting Instructor or Senior Instructor  
two voting students  
one voting representative of the Advising Staff or Dean's office

If a committee member does not meet regularly with the committee, the Executive Committee of the CLAS Council shall declare the seat vacant and arrange for a temporary appointment from the appropriate constituency and division until a replacement can be elected. The definition of regular attendance will be determined by the committee.

#### b. Chairperson:

At the first meeting of the fall semester a chairperson shall be elected from among the tenured and tenure track members of the committee. The term of office for the chairperson shall be one year beginning on the date of the first meeting of the fall semester.

#### c. Functions:

- (1) To hear cases arising from allegations of violations of academic ethics involving students, to render a decision as to the guilt or innocence of the student, and to inform the Dean of the College of Liberal Arts and Sciences of the penalties to be assessed. In all cases the Committee shall proceed according to the "Policies and Procedures of the Committee of Academic Ethics" on file in the CLAS Dean's office.
- (2) A Committee quorum shall consist of at least half of the voting members of the committee providing that at least two of those are tenured or tenure track faculty members. Any member of the Committee who brings a charge to the Committee is automatically disqualified for that hearing. Further, before a hearing begins, if anyone involved in the case to be heard accuses a member of being prejudiced in the case, the other members of the Committee shall decide, by secret ballot, whether that member shall be disqualified for that hearing. Methods for handling tie votes shall be established by the committee. The Chair or a committee member may request that a vote be taken by secret ballot when deemed desirable to do so.

### 2. Academic Standards Committee

#### a. Composition:

five voting tenured or tenure track faculty members (one from each division plus one at large)  
one voting Instructor or Senior Instructor  
two voting students  
one voting representative of the Advising or Dean's office

If a committee member does not meet regularly with the committee, the Executive Committee of the CLAS Council shall declare the seat vacant and arrange for a temporary appointment from the appropriate constituency and division until a replacement can be elected. The definition of regular attendance will be determined by the committee.

b. Chairperson:

At the first meeting of the fall semester a chairperson shall be elected from among the tenured and tenure track members of the committee. The term of office for the chairperson shall be one year beginning on the date of the first meeting of the fall semester.

c. Functions:

- (1) To concern itself with academic standards and regulations, including standards for retention and graduation, and to recommend to the CLAS Council such changes as seem appropriate.
- (2) To grant waivers of, exemptions from, and exceptions to College policies on academic progress of students. In all cases the Committee shall proceed according to the "Operating Guidelines of the Academic Standards Committee" on file in the CLAS Dean's office.
- (3) To review with appropriate administrative officers all cases of students failing to meet established academic standards, and to recommend appropriate action in each case.
- (4) To recommend suspension and reinstatement of students.
- (5) To consider grade appeals and requests for change of grades according to the "Operating Guidelines of the Academic Standards Committee" on file in the CLAS Dean's office.
- (6) To select the Outstanding Undergraduate Graduating Senior for the College, to award Who's Who awards, and to establish criteria for honors and awards consistent with the policies of the College of Liberal Arts and Sciences.
- (7) To consider any admissions issues referred to or deemed relevant to the faculty.
- (8) A Committee quorum shall consist of at least half of the voting members of the committee providing that at least two of those are tenured or tenure track faculty members. Methods for handling tie votes shall be established by the committee. The Chair or a committee member may request that a vote be taken by secret ballot when deemed desirable to do so.

3. Budget and Planning Committee

a. Composition:

four voting tenure or tenure track faculty members (one from each division elected by the tenured and tenure-track faculty)  
four voting department chairs (one from each division elected by the department chairs)  
three voting CLAS members of the campus BPC  
one senior instructor or instructor ex-officio  
one representative of the Dean's office ex-officio  
one staff person with budgetary experience from the Dean's office ex-officio

If a committee member does not meet regularly with the committee, the Executive Committee of the CLAS Council shall declare the seat vacant and arrange for a temporary appointment from the appropriate constituency and division until a replacement can be elected. The definition of regular attendance will be determined by the committee.

b. Chairperson:

A Chairperson of the CLAS BPC shall be elected from among the voting members of the committee during the first meeting of each fall semester. The term of office is for one year.

c. Functions:

- (1) To review and consider budgetary matters of concern to the faculty, refer those matters to the CLAS Council for deliberation and approval, and convey the will of the faculty on such matters to the Dean.
- (2) To consult with the Dean in preparing the CLAS budget proposal.
- (3) To assist in the development and prioritization of the faculty hiring plan.
- (4) To examine the distribution of College funds to departments and consult in determining the internal allocation of resources within the college.
- (5) To review and evaluate the resource implications of new program proposals and program discontinuance.
- (6) To participate in the strategic and budgetary planning for the College.
- (7) To review, evaluate, and convey the will of the faculty concerning budget cuts affecting the College.
- (8) To serve as the College's representatives on all campus or system level committees dealing with strategic planning initiatives.
- (9) A committee quorum shall consist of at least half of the voting members of the committee providing that at least two of those are non-chair faculty members. Methods for handling tie votes shall be established by the committee. The Chair or a committee member may request that a vote be taken by secret ballot when deemed desirable to do so.

d. Procedures:

Every effort will be made by the committee to put all BPC decisions before the full CLAS Council for deliberation and approval. In the case of extenuating circumstances or imminent deadlines, all decisions will be put before the Executive Committee of the CLAS Council who will determine whether or not it is reasonable to move forward without full CLAS Council participation.

4. Educational Policies and Curriculum Committee

a. Composition:

five voting tenured or tenure track faculty members (one from each division plus one at large)  
one voting Instructor or Senior Instructor  
one voting student  
one representative of the Dean's office ex-officio  
one representative from the Advising office ex-officio

If a committee member does not meet regularly with the committee, the Executive Committee of the CLAS Council shall declare the seat vacant and arrange for a temporary appointment from the appropriate constituency and division until a replacement can be elected. The definition of regular attendance will be determined by the committee.

b. Chairperson:

At the first meeting of the fall semester a chairperson shall be elected from among the tenured and tenure track members of the committee. The term of office for the chairperson shall be one year beginning on the date of the first meeting of the fall semester.

c. Functions:

- (1) To develop and recommend to the CLAS Council new College-wide educational policies.
- (2) To review proposals at both the undergraduate and graduate levels for new courses, majors, minors, degree, certificate programs, and other academic projects and make appropriate recommendations to the CLAS Council.
- (3) To review proposals at both the undergraduate and graduate levels for substantive changes (i.e., changes to name, number, description, credit hours) to courses, majors, minors, degree, certificate programs, and other academic projects and make appropriate recommendations to the CLAS Council.
- (4) To review proposals at both the undergraduate and graduate levels for new courses, degrees, majors/minors, certificate programs, tracks, or other academic programs.
- (5) To review proposals for the discontinuance of courses, degrees, majors/minors, certificate programs, tracks, or other academic programs.
- (6) To review College requirements for degrees and make recommendations to the CLAS Council.
- (7) To review requirements for the College Core and all other curricular issues as may be deemed appropriate and make recommendations to the CLAS Council.
- (8) A Committee quorum shall consist of at least half of the voting members of the committee providing that at least two of those are tenured or tenure track faculty members. Methods for handling tie votes shall be established by the committee. The Chair or a committee member may request that a vote be taken by secret ballot when deemed desirable to do so.

5. Scholarship Committee

a. Composition

four voting tenure or tenure track faculty members (one from each division)  
one voting Instructor/Sr. Instructor  
one voting representative from the Advising or Dean's office

If a committee member does not meet regularly with the committee, the Executive Committee of the CLAS Council shall declare the seat vacant and arrange for a temporary appointment from the appropriate constituency and division until a replacement can be elected. The definition of regular attendance will be determined by the committee.

b. Chairperson:

At the first meeting of the fall semester a chairperson shall be elected from among the tenured and tenure track members of the committee. The term of office for the chairperson shall be one year beginning on the date of the first meeting of the fall semester

c. Function

- (1) To review and select applicants for College level scholarships.
- (2) To review and select local applicants for National Scholarships such as the Goldwater, Truman, and Udall Scholarships and to assist applicants in preparing their applications for national submission.

A Committee quorum shall consist of at least half of the voting members of the committee providing that at least two of those are tenured or tenure track faculty members. Methods for handling tie votes shall be established by the committee. The Chair or a committee member may request that a vote be taken by secret ballot when deemed desirable to do so.

## ARTICLE VII

### Faculty Organization and Personnel Procedures

#### **Title A. Scope and Authority**

This Article VI is established by and for the tenured and tenure-track faculty of the College and may be amended only by the tenured faculty, as specified in Title D, below.

#### **Title B. Faculty organization for Instructional Purposes**

1. Departments

a. Organization.

Departments shall be organized on the basis of single specific disciplines or groups of closely allied disciplines.

b. Department Membership.

The membership of each department shall consist of those faculty assigned to it by the Dean.

c. Department Chair.

Each department shall have a chairperson who shall be appointed by the Dean, upon nominations by the tenured and tenure track faculty in the department, subject to approval by the Chancellor.

d. Responsibility for Educational Programs.

Each department shall have the responsibility for establishing and maintaining the educational program within its jurisdiction. The department faculty collectively shall decide upon procedures for discharging this responsibility.

e. Department Bylaws.

Each department shall establish its own Bylaws or Standing Rules. Such bylaws will provide for salary increment and personnel procedures. Department Bylaws must be consistent with the Laws of the Regents and the CLAS Bylaws.

2. Dean's Advisory Committee

a. Composition:

The Committee shall consist of six tenured faculty members – one from each of the four divisions plus two at large. Each member shall be elected for a two-year term. Insofar as possible one-half of the faculty membership shall be elected each year. A designated representative from the Dean's office shall serve as chair ex-officio..

If a committee member does not meet regularly with the committee, the Executive Committee of the CLAS Council shall declare the seat vacant and arrange for a temporary appointment from the appropriate division until a replacement can be elected. The definition of regular attendance will be determined by the committee.

b. Functions:

- (1) To advise the Dean of faculty personnel recommendations and such other matters as the Dean may submit to it.
- (2) To review the qualifications of all tenured and tenure-track faculty seeking reappointment, tenure, and/or promotion, insure those qualifications are consistent with those set forth in the Laws of the Regents, and recommend a course of action to the Dean.
- (3) To consider the qualifications of faculty seeking adjunct faculty appointments and recommend a course of action to the Dean.
- (4) To review tenured faculty proposals for sabbatical leave and recommend a course of action to the Dean.
- (5) To serve as a college level review committee for faculty grievances or appeals pertaining to merit reviews, salary, or matters of faculty misconduct.
- (6) To select the Outstanding Graduating Graduate Student.

**Title C. Faculty Personnel Procedures**

1. General Provisions

Personnel procedures within the College of Liberal Arts and Sciences shall be governed by the policies of the Board of Regents of the University of Colorado, and rules and regulations established by the University of Colorado and the University of Colorado at Denver and Health Sciences Center.

2. Responsibilities with Respect to Personnel Cases

a. The Dean's Advisory Committee.

The Dean's Advisory Committee shall advise the Dean and the faculty on appropriate procedures for acting upon personnel cases and on such matters as form and content of dossiers to be submitted and criteria to be applied. The Committee shall receive each dossier submitted by Department Chairs and shall advise the Dean on recommendations to be made in each case.

b. The Department

(1) Functions

Consistent with the Laws of the Regents and Department Bylaws an Evaluation Committee will be appointed consisting of faculty in the department of the candidate under consideration, supplemented as appropriate. The candidate under consideration along with the Evaluation Committee prepares the dossier in accordance with acknowledged procedures. The Evaluation Committee makes the initial recommendation to be considered by the department. The department chair assembles the completed dossier, and, after deliberation, forwards it with a formal recommendation to the Dean's Advisory Committee.

(2) Personnel Chairperson

Ordinarily the department chair does not serve as chair of the Evaluation Committee but works in collaboration with others to select an Evaluation Committee chairperson who shall prepare the committee's recommendation and forward it to the department chair.

(3) The Department Chair

The Department Chair shall:

- a. inform all candidates for mandated personnel action well in advance of when their case is to be considered so that dossiers can be completed
- b. inform all faculty of dates when discretionary personnel cases will be considered
- c. insure that candidates are informed about procedures and criteria to be used
- d. provide such appropriate information as the Evaluation Committee requires for the performance of their duties
- e. make arrangements to obtain external letters of review
- f. at the conclusion of the Evaluation Committee's work, forward the completed dossier to the Dean's Advisory Committee together with the chair's own independent recommendation on the case.

3. Procedures in Cases of Initial Appointment to the Faculty

Department faculty shall be responsible for recruitment of new faculty. In cases of initial appointments to the rank of Associate Professor or Professor, and any appointments with tenure, the Dean shall formally seek the advice of the Dean's Advisory Committee. In those cases requiring a search to fill a vacant or new position, the department chair, after consultation with the department faculty and the Dean, shall recommend a search committee to the Dean, who shall then appoint a committee in accordance with current affirmative action guidelines.

4. Bylaws

Departments may establish bylaws that supplement personnel procedures described in this Article VI, provided that these bylaws are consistent with this Article VI.

**Title D. Amendments**

1. Initiation

A proposed amendment or general review of any part of this Article VI that is within the purview of the College may be initiated by any of the following methods:

- a. A positive vote of two-thirds of the tenured and tenure track faculty members on the CLAS Council.
- b. A petition signed by 25% of the members of the tenured and tenure track faculty in the College.

2. Approval

Approval of any proposed amendment of this Article VI requires a vote of the tenured faculty in the College meeting these conditions:

- a. Fifty percent of all tenured faculty must vote. A two-thirds majority of those voting shall prevail.

## ARTICLE VIII

### Amendments and Interpretation

#### **Title A. Amendments**

1. Initiation

A proposed amendment or general review of these Bylaws, except for those portions of Article VI not within the purview of the College, may be initiated by any of the following methods.

- a. A majority vote of the CLAS Council
- b. A petition signed by a number of tenured and tenure-track faculty equal to 20% of the eligible votes.

2. Approval

Approval of any proposed amendment requires:

- a. That it be voted on by all tenure and tenure track faculty.
- b. That at least 50% of the eligible tenured and tenure-track faculty cast votes and the majority of those votes prevail.

3. Exclusion of Article VI

Article VI of these Bylaws may only be amended by the procedures specified in Article VI, Title D.

#### **Title B. Interpretations**

The Executive Committee of the CLAS Council shall issue such advisory opinions regarding the interpretations of these Bylaws as are necessary to the orderly and expeditious conduct of College business. Challenges to such opinions may be made in the CLAS Council, and shall be decided by a majority vote of the CLAS Council

## ARTICLE IX

### Special Rules

#### **Title A. Purpose and Function**

Special rules referred to in this Article VII describe procedures and policies that govern particular committees, agencies, and councils of the College. These special rules may be amended at any time by a majority vote of the CLAS Council

#### **Title B. Special Rules**

1. Policies and Procedures of the Committee on Academic Ethics.

Copies on file in Department offices, in the College office, and in the Advising office.

2. Operating Guidelines of the Academic standards Committee.

Copies on file in Department offices, in the College office, and in the Advising office.

3. Rules for Administering Elections.

Copies on file in Department offices, in the College office, and in the Advising office.

**COLLEGE OF LIBERAL ARTS & SCIENCES**

**BYLAWS**

**DISCLAIMERS**

These Bylaws are not intended to and do not create any contractual obligations.

To the extent that these Bylaws are inconsistent with Regent law, policy, or administrative policy statements, the Regent law, policy, and administrative policy statements prevail.

*Bylaws enacted by tenured and tenure track faculty in the College of Liberal Arts and Sciences on*

\_\_\_\_\_

*Ratified by the CLAS Council on*

\_\_\_\_\_

*Confirmed by the Dean on*

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