

College of Liberal Arts Bylaws

Article I Prevailing Authority of University Policies

The term “University Policies” shall refer to (1) any action, resolution, or policy of the Temple University Board of Trustees, or (2) any action or policy of the President of Temple University taken within his/her authority, or (3) any administrative policy or procedure that may be adopted pursuant to the authority granted by the Board of Trustees or by the President.¹

In the event of any conflict or contradiction between these bylaws or any action taken by the College under the authority of these bylaws, on the one hand, and any University Policy now in effect or adopted in the future, on the other hand, then the pertinent provision of these bylaws or the action taken pursuant thereto shall be superseded by the pertinent University Policy.

Article II The Dean

The President of the University appoints the Dean of the College of Liberal Arts in conformance with such Dean Search Guidelines as the President may from time to time promulgate.

The Dean of the College shall report to and be accountable to the President or his/her designee, and shall serve at the pleasure of the President.

The Dean of the College is the chief executive officer and the chief academic officer of the College. The Dean's duties and responsibilities are defined by any pertinent policies of the Board of Trustees, by the Dean's Position Description that shall be issued by the President from time to time, and by administrative policies and procedures that may be adopted pursuant to the authority granted by the Board of Trustees or the President.

The Dean of the College shall exercise such authority as may be delegated to him/her by University Policies. The Dean shall be responsible for the administration of the College budget that may be adopted by the Board of Trustees, including any budget rules or guidelines that may be adopted pursuant to that budget.

¹ University policies as defined here shall include collective bargaining contracts that have been approved by the Board of Trustees or by the President when he/she has been delegated to do so by the Board of Trustees and any amendments or supplementary letters of agreement to such contracts that may be approved by the Board of Trustees or the President during the life of any collective bargaining contract.

36 The Dean of the College shall be an ex officio member without vote of all standing committees
37 of the College.

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39 The Dean shall, subject to applicable University Policies and within the College's authorized
40 budget, appoint vice deans, associate deans, assistant deans, department chairs and other
41 academic and administrative personnel. The Dean shall be responsible for the supervision of the
42 College administration, pursuant to University Policies.

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45 **Article III The Collegial Assembly**

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47 Every full time faculty member of the college shall be a member of the Collegial Assembly with
48 full rights to participate in all deliberations. Every tenure-line (tenured and tenure-track) faculty
49 member shall be a voting member of the Assembly. All NTT's who have been in these positions
50 full time at Temple for five years shall be voting members of the Assembly and shall be
51 considered eligible to run for committees as outlined in the "Elected Committees" section below.

52
53 The Collegial Assembly shall meet at least twice a semester. Additional meetings may be held at
54 the call of the Dean or the Executive Committee or by petition of ten percent of the members of
55 the Collegial Assembly. Ten days advance notice shall be given to faculty members of the
56 college of all meetings of the Collegial Assembly at which votes are to be taken, with the
57 exception that an emergency meeting may be convened upon 48 hours notice.

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59 The Collegial Assembly, in collaboration with the Dean, shall be authorized to introduce and
60 amend existing College policies that are not within the prerogative of the administration.
61 However, all amendments to such policies shall be subject to University policies.

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63 The Collegial Assembly, in collaboration with the Dean, shall be authorized to recommend
64 amendments to existing College bylaws. However, all amendments to the bylaws shall be
65 subject to University policies and require the approval of the President.

66
67 The Chair of the Executive Committee shall be the presiding officer of the Collegial Assembly.
68 In the absence of the chair a member of the Executive Committee shall be designated in advance
69 of the meeting by the chair to preside.

70
71 The Dean shall appoint a secretary to record and maintain minutes of the meetings of the
72 Collegial Assembly.

73
74 To the extent provided by University Policies, the Collegial Assembly in consultation with the
75 Dean may establish criteria and procedures to be followed by committees in developing

76 recommendations of persons for appointment to the faculty and for tenure and/or promotion.
77 However, such policies shall not be inconsistent with University policies.

78
79 The Collegial Assembly recommends to the President and the Board of Trustees academic plans,
80 policies, programs, and graduation requirements for the College.

81
82 All substantive motions voted by the Assembly require two readings. The first reading will
83 consist of the materials being posted to the Collegial Assembly Blackboard or other electronic
84 site at least one week in advance of the scheduled meeting. An email notice shall be sent
85 informing faculty of the materials posted with a deadline to raise objections or concerns to the
86 Assembly Chair.

87
88 The Dean shall at each regularly called meeting of the Collegial Assembly, provide a statement
89 that sets forth the budgetary and academic condition of the College and outlines goals for the
90 improvement of the College's academic policies and programs.

91
92 Except when other rules have been adopted, the meetings of the Collegial Assembly shall be
93 guided by *Robert's Rules of Order* (latest edition).

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95 **Article IV Elected Committees**

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97 **a. The Executive Committee**

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99 The elected members of the Executive Committee shall be six tenure-line faculty and one
100 eligible NTT faculty member. For the tenure-line faculty on the committee, an equal number
101 shall come from the Humanities and Social Sciences divisions of the College (hereafter referred
102 to as the divisions of the College). Two tenure-line members will be elected each year. One
103 elected member of the Executive Committee shall be an eligible NTT faculty member. Except in
104 cases of replacement following resignation or leave, each faculty member of the committee is
105 elected by the eligible voting faculty of the College of Liberal Arts for a period of three years.

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107 At the final meeting each spring, the voting membership elects a tenured faculty member to serve
108 as Chairperson for the next academic year.

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110 The College's elected representative to the Faculty Senate Steering Committee shall serve as an
111 additional faculty member of the Executive Committee.

112

113 The Dean sits with the Committee. The Dean shall not vote. The elected faculty members of the
114 Committee and the College's representative to the Faculty Senate Steering Committee vote.

115

116 Members on the Executive Committee set up the slates for the elections to all elected committees
117 of the College; they nominate faculty to serve as College Representatives to the Faculty Senate
118 (with five representatives drawn from eligible NTT's). The Executive Committee begins this
119 process by soliciting from the full-time faculty as a whole self-nominations from individuals
120 willing to stand for election to the various committees of the College. Slates for all elected
121 committees shall include more nominees than positions, in order to provide some choice. The
122 Committee consults with the Dean during this process. It is long-standing custom that suggested
123 names be fully, freely, and confidentially discussed.

124
125 The Executive Committee conducts elections to College committees in the spring of each year.
126 It announces election results within 10 days. The Executive Committee fills, by appointment,
127 unanticipated vacancies that occur during the course of the academic year for the duration of the
128 term that would have existed had the position not been prematurely vacated.

129
130 The Executive Committee recommends to the Nominating Committee of the Faculty Senate
131 candidates for Senate committees.

132
133 The Executive Committee advises the Dean on appointments to College appointed committees
134 and may, in consultation with the Dean, establish ad hoc committees.

135
136 The Executive Committee coordinates and oversees the functioning of all other College
137 committees.

138
139 The Executive Committee reviews motions proposed by other committees for consideration by
140 the Collegial Assembly. The Committee may recommend changes in such motions to the
141 proposing committee or the Collegial Assembly, or call to the attention of the proposing
142 committee additional considerations that bear on the motion, remanding the motion for
143 reconsideration. The Committee may raise questions concerning the suitability of form and/or
144 content of proposed motions.

145
146 The Executive Committee sets the agenda and date for Collegial Assemblies and calls them. The
147 committee shall call at least two assemblies a semester and shall announce any meeting at which
148 votes are to be taken at least ten days in advance. The Executive Committee Chair acts as Chair
149 of the Collegial Assembly.

150
151 The Executive Committee may not forward motions to the Collegial Assembly until appropriate
152 consultation has been held with the Budget Priorities Committee, the Committee on Instruction,
153 the Graduate Committee, and other College committees where contents of the motions warrant
154 this.

155

156 The Executive Committee advises the Dean on proposed initiatives and on policy matters.

157

158 The Executive Committee shall be the body internal to the College to receive faculty complaints
159 against the administration of the College. After due consideration, the Committee may bring
160 such complaints to the Dean or the Provost, as the Executive Committee deems appropriate.

161

162 The Executive Committee considers any matter of College policy or the implementation of
163 College policy that does not fall under the charge of any other College committee, and that does
164 not rest solely under the authority of the Dean's Office.

165

166 Minutes of meetings shall be recorded and, upon approval at a subsequent meeting, shall be filed
167 with the College for a period of time in accordance with University guidelines.

168

169 Except when other rules are adopted by the Executive Committee, the work of the Executive
170 Committee shall be guided by *Robert's Rules of Order* (latest revision).

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173 **b. Committee on Instruction (COI)**

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175 The Committee on Instruction is, in general, responsible for the maintenance of academic
176 standards and managing curriculum changes at the undergraduate level. It accomplishes this by
177 overseeing the academic programs of the departments and the college. More specifically, the
178 committee shall perform the following tasks:

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- 180 • Approve new and special courses; delete courses in consultation with departments and
181 programs; approve modifications to existing courses.
- 182 • Review proposals for General Education courses with respect to compliance with CLA
183 requirements before passing them on to the University's General Education Executive
184 Committee.
- 185 • Review and recommend to the Collegial Assembly proposals for new programs.
- 186 • Review and recommend, when necessary, changes in the requirements for majors,
187 minors, certificates, and criteria for graduation with distinction.
- 188 • Review and, when appropriate, recommend revision of standards and policies regarding
189 undergraduate education. The Committee also advises the Director of Academic
190 Advising on special individual cases that may, from time to time, arise regarding such
191 standards and policies.
- 192 • Recommend curricular changes to the Collegial Assembly such as, for example, changes
193 in graduation requirements.

- 194 • Monitor and review curricular proposals being discussed by the Faculty Senate and its
195 subcommittees and provide information and make recommendations to College senators
196 where appropriate.

197
198 The Committee on Instruction is composed of six members of the tenure-line faculty, three from
199 each of the two divisions of the College, and two NTT faculty members, one from each division,
200 and two student members, one from each division. A representative from the Dean’s Office, one
201 from Academic Advising, and other non-voting members the committee deems useful to consult,
202 shall also serve on the Committee.

203
204 Except in cases of replacement following resignation, each faculty member of the committee is
205 elected by the eligible voting members of the faculty of the College of Liberal Arts for a period
206 of three years. Terms of office are staggered so that each year at least two members of the
207 Committee (one from each of the divisions) finish their terms and two new members are elected.
208 Two student members are selected from the list of eligible “Student Liaisons” maintained by the
209 College. Voting is the right of the elected faculty members (tenure-line and non-tenure track) of
210 the Committee and the student membership.

211
212 The representatives from the Dean’s Office and Academic Advising shall play advisory and
213 information exchange roles on the Committee, but they do not vote. Student representation on
214 the Committee shall consist of one undergraduate from each division, with each entitled to one
215 vote.

216
217 At the final meeting each spring, the voting membership elects a tenured faculty member to serve
218 as Chairperson for the next academic year. The Chairperson may appoint subcommittees at any
219 time the need arises.

220
221 The Committee on Instruction reports to the College Executive Committee which places its
222 motions and proposals on the agenda of the Collegial Assembly. The Executive Committee
223 reviews all COI motions and proposals and may recommend changes to the Committee for the
224 purposes of clarification and to maintain consistency with existing policies and programs. COI
225 will send all proposals for new programs or substantially changed programs to the Budget
226 Priorities Committee, which will attach a statement of the probable budgetary impact before
227 forwarding those proposals to the College Executive Committee.

228
229 Minutes of meetings shall be recorded and, upon approval at a subsequent meeting, shall be filed
230 with the College for a period of time in accordance with University guidelines.

231
232 **c. Graduate Committee**

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234 The Graduate Committee is composed of six members of the tenure-line faculty, three from each
235 division of the College; only Graduate Faculty are eligible to serve or continue to serve on the
236 committee. Terms are staggered, and two members of the committee (one from each division)
237 are elected annually by the tenure-line faculty of the College to serve three-year
238 terms; members may run for an additional term of three years. In the event of a member's going
239 on leave or resigning, the College Executive Committee appoints a replacement.

240
241 At the final meeting each spring, the voting membership elects a tenured faculty member to serve
242 as Chairperson for the next academic year.

243
244 A representative of the Dean's office sits with the Committee and is available to provide
245 information and operational assistance, but does not vote. In addition two students who are
246 currently enrolled in one of the College's graduate programs sit with the Committee, but do not
247 vote; they are also available to provide a report to the Committee in the event of student
248 grievances, in accordance with Graduate School policies. The graduate students are selected by
249 the chair of the Committee in close consultation with the Dean's office in the spring semester,
250 for the following year.

251
252 The Committee reviews and approves proposals for new graduate courses; reviews and reports to
253 the Executive Committee on proposals for the establishment of new graduate degree programs;
254 hears grievances and appeals from graduate students following the process and procedure
255 specified in the College of Liberal Arts Graduate Grievance Procedure; consults with the Dean as
256 necessary on Graduate Faculty designations received from departments and any related appeals.
257 In addition, the Committee works with the Dean's office in reviewing and initiating policies
258 related to graduate education in the College.

259
260 The Graduate Committee will send all proposals for new programs or substantially changed
261 programs to the Budget Priorities Committee, which will attach a statement of the probable
262 budgetary impact before forwarding those proposals to the College Executive Committee.

263
264 Minutes of meetings are recorded and, upon approval at a subsequent meeting, are filed with the
265 College for a period of time in accordance with University guidelines.

266
267 **d. Budget Priorities Committee**

268
269 The Budget Priorities Committee is composed of seven members of the faculty, including at least
270 two from each of the divisions of the College, and one eligible NTT faculty member. Except in
271 cases of replacement following resignation or leave, each faculty member of the Committee is
272 elected by the eligible faculty of the College of Liberal Arts for a period of three years. The
273 terms of office are staggered, so that at least two members of the Committee are elected each

274 year. The Finance Officer of the College sits with the Committee, but does not vote. The Vice
275 Dean for Administration and Planning of the College also sits with the committee, but does not
276 vote.

277
278 At the final meeting each spring, the voting membership elects a tenured faculty member to serve
279 as Chairperson for the next academic year. That chair reports to the College Executive
280 Committee and the Collegial Assembly on committee deliberations and actions.

281
282 Elected members of the Committee are voting members. The Budget Priorities Committee is a
283 standing committee of the College and is an advisory body to the Dean, who has ultimate
284 responsibility for the College budget. The Dean sits with the Committee. The Dean shall not
285 vote.

286
287 The BPC advises the Dean and the Executive Committee on such issues as: the allocation of
288 resources; strategic planning; revenue enhancement; the budgetary implications of various
289 decisions; staffing levels and allocations of non-faculty personnel. Other matters may be brought
290 before the committee at the discretion of the Dean or the Executive Committee.

291
292 The Committee on Instruction and the Graduate Committee of the College shall notify the BPC
293 when they have approved new programs or substantially changed programs. The Budget
294 Priorities Committee will review such proposals and attach a statement of the probable budgetary
295 impact before forwarding those proposals to the College Executive Committee

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298 **e. Sabbatical (Research and Study Leaves) Committee**

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300 The Sabbatical Committee is composed of four tenure-line faculty members, two from each
301 division. Except in cases of replacement following resignation or leave, each Committee
302 member is elected by the tenure-line faculty of the College for a period of three years. Terms are
303 staggered to ensure continuity. The Committee elects its own chair.

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305 The Committee receives and evaluates all applications for study leaves. The Committee
306 recommends faculty sabbatical awards to the Dean.

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f. Undergraduate Student Grievance Committee

The Undergraduate Student Grievance Committee is composed of three tenure-line faculty members, one eligible NTT faculty member, and two undergraduate students. Faculty members are elected to three-year terms. The terms are staggered to ensure continuity. Student representatives are appointed by the Dean upon the advice of CLA staff. A staff member of the CLA Academic Advising Center or a representative of the Dean’s office sits with the Committee and is available to provide information and operational assistance, but does not vote.

The committee hears individual undergraduate student appeals and grievances about academic matters, including good standing, grades, and other matters affecting academic degree programs and/or academic performance. Following University and College policies and procedures, the Committee hears and decides student appeals and grievances, sending its recommendations to the Dean and referring cases to other University offices where those offices have jurisdiction.

The process and procedures followed by the committee for hearing undergraduate student appeals and grievances is specified in the College of Liberal Arts Undergraduate Grievance Policy. All records of these cases will be kept confidential to the fullest reasonable extent and, to the greatest extent possible, all identities will be held anonymously. Minutes of meetings shall be recorded and, upon approval at a subsequent meeting, shall be filed with the College for a period of time in accordance with University guidelines.

g. Other Standing Elected Committees

The Collegial Assembly, in consultation with the Executive Committee and the Dean, may establish elected committees in addition to those listed above to undertake the work of the College. The composition of such committees shall give attention to the same considerations as are provided in these bylaws for the Executive Committee.

Article V Appointed Committees

a. Tenure Committee

The Dean, in consultation with the Executive Committee, appoints six tenured faculty members—three from each division—to staggered terms of three years. No more than one faculty member serves from any single department.

347 The Tenure Committee reviews and votes on applications for tenure and on promotion to
348 associate professor when that promotion accompanies tenure. It follows procedures and applies
349 criteria specified in the University's and the College's promotion and tenure policies and
350 guidelines.

351

352 **b. Promotions Committee**

353

354 The Dean, in consultation with the Executive Committee, appoints six tenured full professors—
355 three from each division—to staggered terms of three years. No more than one faculty member
356 serves from any single department.

357

358 The Promotion Committee reviews and votes on applications for promotion of tenure-line faculty
359 to full professor, and in all other cases where promotion of tenure-line faculty takes place
360 independently of tenure. This committee follows procedures and applies criteria specified in the
361 University's and the College's promotion and tenure policies and guidelines.

362

363 **c. Awards Committees**

364

365 i. Committee on Research and Service Awards. The Dean, in consultation with the
366 Executive Committee, appoints six tenured members to staggered terms of three years.
367 Each division is represented by at least two faculty members.

368

369 The committee nominates faculty for various research and service awards and
370 distinctions at the University and College level. The Committee ensures timely
371 responses to calls for University- and College-wide nominations and awards; it ensures
372 that all such calls receive appropriate publicity; and it applies appropriate criteria for
373 such distinctions. The Committee does not make departmental awards.

374

375 In addition to discharging the specific responsibilities outlined above, the committee
376 serves as the College's primary advisory group on matters concerning the College's
377 research and service award processes.

378

379 ii. Committee on Teaching Awards. The Dean, in consultation with the Executive
380 Committee, appoints four tenure-line and two non-tenure track members to staggered
381 terms of three years. Each division is represented by at least two faculty members. The
382 seventh member will be a representative from the University Teaching and Learning
383 Center. When feasible, the committee should be made up of previous winners of
384 College or other teaching awards.

385

386 The committee nominates faculty for various teaching awards and distinctions at the
387 University and College level. The committee ensures timely responses to calls for
388 University- and College-wide nominations and awards; it ensures that all such calls
389 receive appropriate publicity; and it applies appropriate criteria for such distinctions.
390 The Committee does not make departmental awards.

391
392 In addition to discharging the specific responsibilities outlined above, the committee
393 serves as the College's primary advisory group on matters concerning the College's
394 teaching award processes.

395
396 **d. Academic Technology Committee**

397
398 The Dean, in consultation with the Executive Committee, appoints three faculty members from
399 each division to staggered terms of three years. No more than one faculty member serves from
400 any single department. The College's IT Director sits with the Committee but does not vote. The
401 Committee elects its own chair.

402
403 The Committee advises the Dean and reports to the faculty on all matters concerning the use of
404 computers, video, and other technologies that support teaching, research, and service. The
405 Committee assesses and forecasts the direction of new technologies, producing at least once
406 every year a statement of priorities for new technologies, and producing at least once every year
407 a statement recommending priorities for new purchases of hardware and software. The
408 Committee also recommends computer and media policies, and advises the Dean on matters
409 concerning networks, security and access. The Committee coordinates its work with University
410 policies and practices.

411
412 **e. Merit Committees**

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414 i. Tenure-Line Merit Committee. In recommending tenure-line faculty for merit awards,
415 the Dean consults with a college-wide tenure-line merit committee consisting of no more
416 than ten tenure-line members who are selected as follows: a) up to five members
417 appointed by the Dean from those persons who have recently served on the CLA
418 promotions committee, the CLA tenure committee, and/or the University Tenure and
419 Promotion Advisory Committee and b) an equal number elected by the Collegial
420 Assembly. Committee members serve staggered two-year terms.

421
422 Each year the chair of the College Tenure-Line Merit Committee, who is elected from
423 among the tenured members of the committee, will be required to produce a short report
424 recording the procedures and general manner in which the merit units were distributed for
425 the year. This report will be made available to the faculty.

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- ii. Non-Tenure Track Merit Committee. In recommending NTT faculty for merit awards, the Dean consults with a college-wide NTT merit committee consisting of seven members, with four NTT faculty members elected by the NTT faculty and three NTT faculty members appointed by the Dean. Committee members serve staggered two-year terms.

Each year the chair of the College NTT Merit Committee, who is elected from among the members of the committee, will be required to produce a short report recording the procedures and general manner in which the merit units were distributed for the year. This report will be made available to the faculty.

f. Other Appointed Committees

The Executive Committee, in consultation with the Dean, may establish other standing appointed committees in addition to those listed above to undertake the work of the College. The composition of such committees shall give attention to the same considerations as are provided in these bylaws for other standing appointed committees.

The Dean, in consultation with the Executive Committee, may appoint ad hoc committees (besides mandatory faculty responsibility committees) to undertake the work of the College.

Article VI The Committee of Chairs

The chairs of all the departments in the College constitute the Committee of Chairs. The Dean chairs this committee and sets its agenda. The Dean appoints subcommittees drawn from the membership of this committee to advise him/her on various issues pertaining to the administration of the College.

A separate Committee of Chairs and Program Directors is composed of the chairs of all the departments in the College and those program directors in the College whom the Dean may choose to appoint to it. The Dean chairs this committee and sets its agenda.

Article VII Faculty Responsibility Committee

465 The Dean, in consultation with the Executive Committee, shall appoint an ad hoc Faculty
466 Responsibility Committee to investigate allegations of misconduct against a faculty member. A
467 Faculty Responsibility Committee is constituted to conduct a specific inquiry into allegations of
468 misconduct; it is not a standing committee. The members of a Faculty Responsibility Committee
469 must have no conflict of interest with respect to or bias toward the faculty member subject to
470 investigation. In schools/colleges with several programs or departments, not more than one
471 member of the Faculty Responsibility Committee should be appointed from the same program or
472 department as the faculty member who is subject to investigation. A Faculty Responsibility
473 Committee shall have no fewer than three, and preferably at least five, members.
474

475 The Faculty Responsibility Committee shall assure that any person who brings allegations of
476 misconduct will have a full and fair opportunity to present written or oral information to support
477 his/her assertions. A faculty member who is being investigated shall be given a full and fair
478 opportunity to provide relevant written or oral information to rebut allegations of misconduct or
479 to explain such conduct. The complainant and the faculty member accused of misconduct may
480 offer relevant written or oral statements by others who have knowledge of the alleged
481 misconduct. However, the Committee may determine whether to hear such oral evidence or the
482 extent of such evidence that will be heard. The Faculty Responsibility Committee may examine
483 documents or seek statements independently of information offered by the complaint or the
484 faculty member accused of misconduct. If the Committee relies on such information in making
485 its report, it shall clearly identify the source and character of such information and shall,
486 wherever possible, include such information or summaries of it as attachments to its final report.
487 The Faculty Responsibility Committee shall maintain confidentiality as to allegations of
488 misconduct submitted to it, all evidence—oral, written, or tangible—submitted for its consideration,
489 and its deliberations and recommendations, except to the extent that such information must be
490 provided to others in order to conduct its investigation. The Faculty Responsibility Committee
491 may seek the advice of University Counsel if it deems necessary and University Counsel shall
492 endeavor to give reasonable assistance if possible.
493

494 The Faculty Responsibility Committee shall report its findings and recommendations to the
495 Dean. The report should provide a full statement of its deliberations, findings, conclusions and
496 recommendations and, to the extent reasonably possible, should include as attachments any
497 written statements, any documents and any other written or tangible evidence upon which the
498 committee relied. The Dean shall transmit the report and his/her recommendations for any
499 actions or further proceedings to the Faculty Senate Personnel Committee and to the President or
500 his/her designee.
501

502 **Article VIII Departmental Bylaws**

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504 All departments in the College shall adopt bylaws consistent with College and University
505 policies. Departmental bylaws shall specify procedures for the participation of full-time faculty
506 in departmental governance, including (but not limited to) the procedures for nominating
507 candidates for the departmental chair and the structure and election of standing committees.

508

509 Departmental bylaws shall specify or incorporate by reference departmental standards and
510 policies for the hiring, tenure, and promotion of faculty, and award of merit increases, study
511 leaves, and other University perquisites.

512

513 Departmental bylaws shall provide for regular processes for amendment and revision.
514 Departmental bylaws and amendments shall be submitted to the Dean to assure that they
515 conform to College and University policy before they take effect.

516

517 **Article IX Revisions or Amendments to Bylaws**

518

519 Revisions or amendments to these bylaws may be recommended to the Executive Committee by
520 any standing committee of the College or the Dean or by a petition signed by 25 members of the
521 faculty. In consultation with the Dean, the Executive Committee recommends revisions and
522 amendments to the Collegial Assembly. Revisions and amendments approved by the Collegial
523 Assembly are recommended by the Dean to the President or his/her designee. They will be
524 reviewed by University Counsel to assure conformity to University Policies. After review by
525 University Counsel, the President or his/her designee may either reject or approve revisions or
526 amendments and, if approved, set the date upon which they will become effective.

527

528 In all cases, the Dean shall review the bylaws of the College every five years and, after
529 consultation with the Executive Committee, may recommend to the Collegial Assembly
530 revisions or amendments to the bylaws.

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533 **Dates of Official Enactment and Amendments:²**

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² College of Liberal Arts history of Bylaws approval and amendments by the Collegial Assembly:

Approved at the 5 March 2002 Collegial Assembly

Amended and approved at the 14 October 2002 Collegial Assembly

Amended and approved at the 6 December 2002 Collegial Assembly

Amended and approved at the 20 January 2006 Collegial Assembly

Amended 10 November 2010

Amended and approved at the 21 April 2011 Collegial Assembly

Amended and approved at the 22 April 2015 Collegial Assembly

Amended 28 October 2015