DRAFT 7/19/06
University of Colorado at Denver and Health Sciences Center
Downtown Denver Campus

College of Arts & Media

Blaws

[N.B. (1) This template requires the specified sections and subsections, as applicable, and the specified content of each subsection, but does not require a specific format within each subsection. (2) This template is designed for use by colleges and schools with formally recognized departments, and may be adapted by academic programs and divisions (4) Colleges and schools which have specialized accreditation should include any additional content required by the specialized accrediting body.]

I. PREAMBLE

The College of Arts & Media is organized and its affairs conducted in accordance with the Laws and Policies of the Board of Regents of the University of Colorado, and the policies of the University of Colorado system, of the University of Colorado at Denver and Health Sciences Center (UCDHSC), and of the Downtown Denver campus of UCDHSC.

MISSION

It is the mission of the College of Arts & Media at UCDHSC to facilitate the preparation of creative practitioners, managers and consumers of the arts. Opportunities are provided for an integrated arts education leading to careers in the arts, application of the arts to other professions and personal enrichment. The College of Arts & Media (CAM) strives to be a diverse community of artists and scholars dedicated to professional achievement. Sharing a rigorous learning environment, students and faculty discover the synergy among the arts, technology and commerce, as students prepare for professional careers through faculty mentorship and real world experience.

The curricular and extra-curricular programs offered are based upon arts theory and practice with emphasis on historical, social, creative, technical and commercial considerations. Particular importance is placed on the integration of academic programs with local, state, regional and national arts communities so the College is also a resource that provides information, expertise and guidance.

It is our ultimate goal to provide the environment in which artists at all stages of development can pursue the creative process and in so doing gain a traditional
grounding in fundamental methods with expanded opportunities for individual expression.

VISION

CAM aspires to become a nationally recognized leader whose teaching, learning and research explores, influences and reflects the arts and its intersection with technology and commerce.

VALUES

**Integrity.** The College is the home for honest, ethical, responsible and trustworthy people.

**Excellence.** The College rewards those who achieve excellence and mastery; those who demonstrate a capacity to influence the field, not those who only seek fame or fortune.

**Creativity.** The College values originality, imagination and inspiration.

**Innovation.** The College supports and encourages those who take risks responsibly, who bring new ideas into the discourse, and who challenge the dominant paradigm. Success, in the College’s view, comes from invention and change.

**Critical Thinking.** The College demands depth of concept and reflection, an understanding of context, and the mastery of written and oral communication of one’s ideas as important and equal to the making of one’s creative work.

**Collegiality.** This College is a community of civility and mutual respect: teacher-teacher, teacher-student, student-student, student-teacher, and in our interactions with the staff, administration and the community at-large.

**Diversity.** The College strives to create a microcosm of the diverse cultural, national, racial, ethnic, sexual, physically and mentally-able, political, economic, and ideological world within which we exist. We can do no less than strive for the day when “otherness” becomes a symbol of joy and curiosity rather than fear and mistrust.

**Intellectual Freedom and Social Responsibility.** The College is a place for Artist-Citizens and the Citizen-Artists. We believe and celebrate our right to speak and create freely as members of the academy within a great democracy. We acknowledge as equally important the inherent power of what artists do and how this work impacts other people, particularly children, and the College commits to using that power with integrity and in a spirit of collegiality.

**Rigor/Discipline.** The College demands hard work, long hours, a commitment to
mastery of the skills necessary to be excellent, attention to organization and planning, and a respect for others who may suffer from our own lack of commitment, organization, or mastery.

**Lifelong Learning.** The College recognizes that our penultimate goal must be to create graduates who share our restlessness, who are not satisfied with what they know, who are insatiable and driven in their need to explore the boundary of what we think we know.

These bylaws are established by the regular faculty of the College of Arts & Media of the University of Colorado at Denver and Health Sciences Center, with the approval of the Chancellor, to define for the College its responsibilities, organization, and procedures. These Bylaws provide a system of governance for the College of Arts & Media.

**ARTICLE 1: Definitions**

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

1. The College: The College of Arts & Media of the University of Colorado at Denver and Health Sciences Center.
2. Constituency: Faculty, students, and administration within the College.
3. Faculty:
   a. Regular faculty: faculty who hold one of the following titles: Lecturer, Instructor, Senior Instructor, Assistant Professor, Associate Professor, and Professor.
   b. Special faculty—Adjunct and Adjoint Faculty
   c. Teaching assistants: graduate students of the University of Colorado who are employed by the College to teach.
   d. Research/Creative Work assistants: graduate or undergraduate students of the University of Colorado who are employed by the College to perform duties relating to research/creative work.
4. Students:
   a. Undergraduate students: students matriculated in baccalaureate-level degree programs within the College.
   b. Graduate students: students admitted to the Graduate College of the University of Colorado and matriculated in a graduate program within the College.
5. Administration:
   a. Administrators: the Dean and Associate Dean(s) of the College, Department Chairs and such other administrators within the College who hold academic rank.
   b. Administrative staff: Administrative or staff assistants, academic advisors, program specialists, technical specialists, student and other hourly assistants employed by the College.
6. Departments:
   a. Within the College, there are the departments of Visual Arts, Music & Entertainment Industry Studies, and Theatre, Film & Video Production.
   b. Other departments may be created upon recommendation of the Faculty Congress and/or the Dean after appropriate University, System, Regent and CCHE approvals.
7. The Congress: the Faculty Congress.

II. THE FACULTY

Reference:
1. Regent Law 5, Faculty: http://www.cu.edu/regents/Laws/Article5A.html
4. System APS, Military Leave Policy for All Exempt Employees Including Faculty, http://www.cusys.edu/policies/Personnel/militaryleave.html
5. System APS, Parental Leave for Faculty, Officers, and Exempt Professionals, http://www.cusys.edu/policies/Personnel/parentalleave.html
6. College: COLLEGE OF ARTS AND MEDIA FACULTY ORIENTATION.
   http://thunder1.cudenver.edu/cam/facultycenter/bylawdocs/FacultyorientationF05c.doc
   http://thunder1.cudenver.edu/CAM/facultycenter/bylawdocs/Fall06NewFacultyPresentation.ppt

Faculty Titles

1. Regular faculty: faculty who hold one of the following titles:
   a. Lecturer, Instructor, Senior Instructor, Assistant Professor, Associate Professor, Professor.
2. Lecturer faculty
3. Special faculty—Adjunct and Adjoint Faculty
4. Teaching assistants: graduate students of the University of Colorado who are employed by the College to teach.
5. Research/Creative Work assistants: graduate or undergraduate students of the University of Colorado who are employed by the College to perform duties relating to research/creative work.
6. Powers
   a. Jurisdiction
   b. Role
   c. Specific expectations, duties, or responsibilities
7. Voting Members
   a. Ranks eligible to vote and on which issues
   b. Voting rights/privileges for tenured administrators

8. Teaching Responsibilities
   a. Academic Year
      1. Credit hour: A credit hour is a unit of instruction specified for a course in the University course catalog and class schedule.
      2. Contact hour: A weekly 50 minute scheduled class meeting is counted as one contact hour. Contact hours are determined by the records maintained by the Office of Institutional Research.
      3. Workload hour: A measure of a faculty member's scheduled work assignment. The normal scheduled assignment for a full-time Tenured or Tenure-Track faculty member is fifteen (15) workload hours for each semester of the academic year. The normal scheduled assignment for a full-time Non-Tenure-Track faculty member is twelve (12) workload hours for each semester of the academic year.
   b. Summer
   c. Course release policy
   d. Office Hours Policy

Students:
1. The Student constituency of the College, for the purpose of selecting student representatives from the College to University committees, shall be all students who have declared with the Registrar a major or a major preference in an academic program administered in the College and have been admitted to such program.

2. Graduate students: students admitted to the Graduate College of the University of Colorado and matriculated in a graduate program within the College

III. COLLEGE/SCHOOL ADMINISTRATION

   http://www.cu.edu/regents/Laws/Article4A.htm
   2. College: COLLEGE OF ARTS AND MEDIA ORGANIZATIONAL CHART AND ADMINISTRATIVE DUTIES

1. Dean
   a. Appointment of the Dean is by the UCDHSC Chancellor through an appropriate national search. The Chancellor, in consultation with the Search Committee shall develop a position description and define the qualifications of candidates. In this phase of the search process and in general, whenever possible, the Search Committee shall actively seek the advice of the constituency of the College. The Committee shall inform this
constituency of its plans for the search for the Deanship. In particular, the Committee shall report to and seek the advice of Faculty of the College, the Chairpersons, Staff and Administration. The Dean must be acceptable for appointment as a tenured full professor in a department of the College.

b. Functions: The Dean shall administer the College’s affairs in accordance with the policies of the College and the University. The Dean will fulfill the stipulations of the documented job description as advertised and filled and the conditions of the letter of offer. Additionally, the Dean shall

i. be responsible for preparing and administering the College budget.

ii. represent the College to the outside community and serve as a liaison with the rest of the University.

iii. call meetings of the faculty mandated by these bylaws.

iv. normally preside over faculty meetings of the College.

v. ensure that the College’s standards of faculty performance in the areas of research, creative activities, teaching, and service are maintained at a level appropriate to the mission of the College and University.

vi. ensure the College’s various departments and schools adhere to the written standards that its several faculties have established for tenure and promotion.

vii. receive recommendations on tenure, promotion, and post-tenure review from the College RTP Committee(s) and act according to written University procedures and policies.

viii. report in writing to the individual candidate, the department chair, and the College RTP Committee(s) any recommendations on tenure, promotion and post-tenure review that are transmitted to the Campus RTP Committee.

ix. transmit to the department chairs in a timely manner as possible the dollar amount to be used by each department for annual merit raises.

x. receive recommendations for merit salary increases from department chairs and communicate to the department chair and the faculty members any recommendation that he or she alters. The faculty member whose recommended merit salary increase is altered by the Dean may appeal that decision to the appropriate college grievance committee.

xi. transmit his or her recommendations to the Chancellor along with the department recommendations for new faculty appointments.

xii. meet as needed with the Chairs of all College departments for the discussion of major policy initiatives, policy changes, issues facing the College, major issues facing departments, or any other matter of significant consequence facing the College and its departments.

xiii. Recommend and select department chairs.

xiv. evaluate annually the performance of Department Chairs.

xv. determine the merit raises for Department Chairs.
xvi. select Associate Deans, in consultation with Department Chairs.

c. The Dean may
i. appoint ad-hoc committees to be concerned with matters that clearly do not affect the functions of standing committees in consultation with the CAM Executive Committee.
ii. make recommendations to any College committee.
iii. suspend a department’s bylaws and put a department into receivership, with cause.
iv. relieve a Department Chair of his or her appointment during his or her term after consulting with the Faculty of the Department.

2. Associate or Assistant Deans

a. Appointment is by the Dean of the College in consultation with the CAM Executive Committee. Term of the appointment is indeterminate, and at will. Associate Deans and Assistant Deans are subject to yearly performance/merit reviews as Professional Exempt Administrative positions.

b. Role and function:

i. Associate Dean: Student and Academic Affairs
   1. Function: The Associate Dean will report to the Dean and assist, advise, and support the Dean in the academic leadership of the College. Reports to the CAM Dean and acts as first point of contact in addressing student issues related to instruction.

ii. Associate Dean: Administrative and Academic Affairs
   1. Function: The Associate Dean will report to the Dean and assist, advise, and support the Dean in the academic leadership of the College. Reports to the CAM Dean and consults on administrative issues, including bylaws, policies, articulations, budgetary and data assembly and analysis.

iii. Assistant Dean: Programs & Administrative Affairs

iv. Assistant Dean: Budget & Personnel

3. Department:

a. Within the College, there are the departments of Visual Arts, Music & Entertainment Industry Studies and Theatre, Film & Video Production.

b. Other departments may be created upon recommendation of the College Faculty Congress and/or the Dean after appropriate University, System, Regent and CCHE approvals.

i. Authority and Responsibilities
   1. General
   2. Specific
3. Budgetary
4. Supervisory

c. CAM Department Chairs
   i. Each Department Chair shall be appointed by the Dean, in consultation with the regular faculty holding at least a half-time appointment in the Department in question. The term of office, the duties, and the procedures for replacement of the Chair, as well as general departmental policies, are specified in the appointment letters from the CAM Dean and are to be in conformity with the general practices of the University.
   
   ii. Evaluation Process
       1. The performance of each chair is reviewed annually and evaluated in depth periodically. Chairs are evaluated in the context of their efforts to realize the specific goals agreed to by the Department, the Chair, and the Dean. They are evaluated in terms of their meeting the determined responsibilities and duties and specifically in consideration of the criteria of evaluation outlined below in this document.

4. Executive Committee

a. Role and Responsibilities
   
   i. Assists the Dean in the day-to-day operation of the College, by advising on matters of executive function, budgetary policy, extra-college policy, and other matters delegated to it by the Faculty. The functions of the committee are to provide a forum for the discussion of issues relating to the management and improvement of the College, to serve as the central planning and budget overview body for the College, to keep the Dean informed on the status of matters delegated to central administrative officers, Dept. Chairs and staff, and to make recommendations to the Dean on policies and procedures relating to the operation and management of the College. The Executive Committee discusses, evaluates and develops policies, procedures, budgetary matters, personnel issues, and curriculum issues to ensure continuity, communication and coordination across all areas of the College's academic programs.
   
   ii. Review matters relating to planning for the College.
   
   iii. Develop, review, and recommend strategic and operational planning documents for the College.
   
   iv. Coordinate regular schedule of program reviews.
   
   v. Oversee development of a recommended annual college budget.
   
   vi. Review and make recommendations concerning matters related to the budget.
   
   vii. Assure coordination between planning and budgeting.
viii. To review and recommend actions to the Dean in matters of policy, programs, resources, personnel, and other issues pertaining to the operation of the College.
ix. To review and approve faculty requests for funding and/or program support as appropriate.
x. To serve as a link between the Dean and the Departments, faculty and students of the College.
xi. To advise the Dean.
b. Membership:
i. CAM Dean, Associate and Assistant Deans, and Department Chairpersons.

5. Staff and Student Employees
a. Administrative Staff: Administrative or Staff Assistants, Academic Counselors, Program Specialists, Technical Specialists, Secretaries employed by the College.
b. Role and function generally
   i. Qualifications
   ii. Selection and appointment
   iii. Authority and Responsibilities
   iv. General
   v. Specific
   vi. Budgetary (if any)
   vii. Supervisory (if any)
   viii. Performance review

IV. COLLEGE/SCHOOL DECISION MAKING

   http://www.cu.edu/regents/Laws/Article4A.htm
2. Regent Law 10, Nondiscrimination,
   http://www.cu.edu/regents/Laws/Article10.html
3. Regent Policy 10, Nondiscrimination,
   http://www.cu.edu/regents/Policies/Policy10A.htm
5. System APS, Faculty Recruitment and Hiring,
   http://www.cusys.edu/policies/Personnel/facrecruit.html
6. System APS, Affirmative Action, Title IX, and Section 504 Programs,
   http://www.cusys.edu/policies/Personnel/affirmaction.html
10. System APS, Propriety of Expenses,
    http://www.cu.edu/policies/Fiscal/Propriety-of-Expenses.pdf
11. System APS, Bank Accounts and Investments,
    http://www.cu.edu/policies/Fiscal/bankaccount.html
12. System APS, Expense Allowances and Business Expense Reimbursement, 
http://www.cu.edu/policies/Fiscal/expenseallow.html
13. College: COLLEGE OF ARTS AND MEDIA FACULTY 
ORIENTATION
http://thunder1.cudenver.edu/cam/facultycenter/bylawdocs/Facultyorientat
ion05c.doc
http://thunder1.cudenver.edu/cam/facultycenter/bylawdocs/Fall06NewFac
presentation.ppt

1. The Congress: The CAM Faculty Congress.
   a. Role:
      i. The Faculty Congress is the major deliberative and legislative 
         body of the College of Arts & Media.
   b. Composition:
      i. The Dean, the Chair of each Department, other administrators 
         holding academic rank within the College.
      ii. All regular Tenured or Tenure-Track faculty in the College 
      iii. (Per the contractual obligations of appointment), voting of Non 
          Tenure-Track faculty members shall be limited to those with 
          service load components in their contracts.
   c. Functions:
      i. to establish the College’s educational policies.
      ii. to act upon all College matters.
      iii. to review and vote upon those actions recommended to it by 
          standing and ad hoc committees, excluding those recommendations 
          of the Primary Units.
   d. Quorum:
      i. A quorum shall consist of those College voting faculty members in 
         actual attendance. Normal quorum is 66.6% or 2/3 of Faculty 
         Congress. A quorum for voting requires 60% of tenured/tenure-
         track faculty in attendance.
   e. Agenda:
      i. Agenda items should be submitted in writing to the Dean at least 
         48 hours before the meeting on which they will be considered.
   f. Conduct of Meetings:
      i. The Dean, or in his/her absence, an Associate Dean of the College 
         shall preside at College Faculty meetings.
      ii. Meetings shall be conducted according to standard parliamentary 
          procedures as specified in Roberts Rules of Order (revised).
      iii. Any member may request a secret ballot be taken on any issue.
      iv. The Office of the Dean shall notify members of the faculty of the 
          time, place, and agenda of proposed meetings at least 72 hours 
          prior to the meeting.
   g. Minutes:
i. The Administrative Assistant to the Dean shall take minutes and distribute them at least three days before the next meeting of the Faculty Congress.

h. Schedule of Meetings:
   i. by request of the Dean.
   ii. by request of two-thirds majority of representatives from any one Department.
   iii. by request of the majority of representatives from the Congress.
   iv. by request of written petition signed by 30 or more students in the College.

2. Standing Committees
   a. General
      i. How created
      ii. Chair (how selected/appointed, length of term, etc.)
      iii. Membership and how selected/appointed
      iv. Minutes and Reporting
   b. Specific (for each committee)
      i. Title
      ii. Purpose
      iii. Responsibilities
   c. Curriculum Committee
   d. Student Appeals Committee
   e. Faculty Appeals Committee
   f. Other

3. College of Arts & Media Committee Structure.
   a. General Functions:
      i. Standing and Ad-Hoc Committees in the College are to study, advise and recommend to the Faculty Congress, and to act in their assigned areas and in other matters as assigned by the Congress or the Dean. The College Standing Committees are: (1) College Academic Policies, Procedures and Curriculum Committee; (2) College Retention, Tenure and Promotion Committees (to include the College Primary Unit and Dean's RTP Advisory Committees), (3) College Budget Priorities Committee; and (4) College Scholarships and Awards Committee.
   b. Election of Committee Members For Standing Committees and Primary Units:
      i. All voting members of the Congress shall be eligible for membership. Committees pertaining to RTP matters are limited to Tenured faculty.
      ii. Election to committees shall take place two weeks before the end of the spring semester preceding the first term of office.
      iii. Faculty members shall serve two-year terms beginning in the Fall Semester after their election.
iv. Administrative members shall serve two-year terms beginning in the Fall Semester after their election.

v. Committee members who do not meet regularly with the committee shall be replaced by a special election at a Congress meeting or by appointment by the Dean.

c. Administration Representation on Committees:
   i. The presence of the Dean or his representative on a committee is the option of the Dean. The Dean or his/her representative shall be a non-voting member of the committee.

d. Committee Chairs:
   i. Chairs of committees shall normally be elected by the committee members.
   ii. The term of office shall be one year.
   iii. The Chair has the same voting privilege as other committee members.
   iv. The Chair shall insure that minutes are taken and may write summary reports where appropriate.

e. Procedures of Committees:
   i. Recommendations from the standing and ad hoc committees with the exception of the Primary Unit Committees and Evaluation Committees shall be subject to approval by the Congress.
   ii. The size of committees may, as needed, be enlarged.

f. Establishment of Ad Hoc Committees:
   i. The College may, as necessary, create ad hoc committees, and establish appropriate functions, procedures, and membership for them.

g. Standing Committees:
   i. **College Academic Policies, Procedures and Curriculum Committee.**
      
      (1) Composition: Voting Members: Three regular faculty.
      
      (2) Co-Chaired by Assistant Dean of Budget and Personnel and Associate Dean of Academic and Administrative Affairs. Co-chairs are Non-Voting members.

      (3) Functions:
      
      a. The CAM Academic Policies Committee is the appellate committee for all student-related academic petitions, issues and appeals. The committee is responsible for the evaluation and interpretation of the approved academic policies of the College. Questions about interpretation of policies may be directed to the Associate Dean.
      
      b. To act as Curriculum and Program Review Committee for all new course proposals and revisions to standing degree programs.
      
      c. To develop Policies and Procedures that shall be on file in Departmental offices, the College office, and
in Advising office, and well as available to students
and faculty.
d. To deliberate all personnel matters not falling under
the jurisdiction of the Primary Units or the
Evaluation Committees.
e. To recommend action on issues and complaints
concerning women/handicapped/minorities
including affirmative action, sexual harassment, and
equal employment opportunity.
f. To recommend action concerning grievances, e.g.
grade disputes, cheating.
g. To serve as a review level intermediary between the
Departmental and Dean's level in all misconduct
and ethics cases arising in the College.
h. To investigate and recommend action in cases
concerning alleged violation of acceptable
creative/research practices, e.g. plagiarism,
fraudulent claims of publication, performance, or
exhibition; failure to credit collaborators, etc.
i. To provide written summaries of proceedings to the
party or parties involved and to the Dean.
j. To oversee implementation of outcomes
assessment.
k. To develop and implement academic planning.

ii. College Retention, Tenure and Promotion Committees:

Evaluation Committee:
(1) Composition: the Department of the candidate shall elect
three regular faculty to serve as the Evaluation
Committee. One member shall be from a Department
other than that of the candidate.
(2) Functions:
a. To review the dossier and recommend
additions/deletions, re-writing, improvements.
b. To function as per the CU Faculty Handbook.
c. To report its findings to the Primary Unit.

Primary Unit:
1. Composition:
a. 5 people, 4 elected plus chair of evaluation
committee, (When possible),
b. 3/5 from the regular faculty of the candidate's
department, 2/5 from the regular faculty of the
remaining departments.
c. When necessary, membership of the Primary Unit may be supplemented by appointed faculty from the campus academic community.

d. At the discretion of the majority of the Unit, one non-voting outside person can be added.

e. Voting members of the Primary Unit must be at or above the academic appointment level of the candidate(s).

2. Functions:

a. Incorporate the department-originated criteria and College stipulations for evaluation into the RTP process.

b. Provide candidate access to model dossier, timetable of actions upon dossier, and "Standards, Processes and Procedures" document.

c. After thorough examination of the candidate's dossier and discussion of candidate's merits, take a secret ballot to recommend/not recommend reappointment, tenure, or promotion.

d. Report the findings and vote taken to the Dean and the Dean's Advisory Council and to transmit the recommendation to the next level.

e. To function in any other way as per the CU Faculty Handbook.

DEAN'S RTP ADVISORY COMMITTEE


2. System APS, Procedures for Written Standards and Criteria for Pre-Tenure Faculty, [http://www.cusys.edu/policies/Personnel/cripreten.html](http://www.cusys.edu/policies/Personnel/cripreten.html)


4. System APS, Differentiated Annual Workloads for Faculty, [http://www.cu.edu/policies/Personnel/annworkloads.html](http://www.cu.edu/policies/Personnel/annworkloads.html)

5. System APS, Multiple Means of Teaching Evaluation, [http://www.cusys.edu/policies/Personnel/teacheval.html](http://www.cusys.edu/policies/Personnel/teacheval.html)


7. System APS, Post-tenure Review Policy, [http://www.cusys.edu/policies/Personnel/posttenure.html](http://www.cusys.edu/policies/Personnel/posttenure.html)

3. Functions:
   a. To serve in an advisory capacity to the Dean on RTP matters
   b. Incorporate the department-originated criteria and College stipulations for evaluation into the RTP process.
   c. After thorough examination of the candidate's dossier and discussion of candidate's merits, take a secret ballot to recommend/not recommend reappointment, tenure, or promotion.
   d. Report the findings and vote taken to the Dean.
   e. To function in any other way as per the CU Faculty Handbook.

4. Membership
   a. Composition:
      i. 3 Tenured faculty, elected as representatives from the CAM departments or when necessary to be supplemented by appointed faculty from the campus academic community.
      ii. At the discretion of the majority of the Unit, one non-voting outside facultyperson can be added.
      iii. Voting members of the Dean's RTP Advisory Committee must be at or above the academic appointment level of the candidate(s).

   a. Comprehensive Review for reappointment
   b. Tenure and Promotion to Associate Professor
   c. Promotion to Professor

6. Professional Plans
   a. Process
   b. Timelines

7. Post Tenure Review
   a. Process
   b. Timelines
   c. Performance Improvement Agreements
   d. Extensive Reviews


iii. College Budget Priorities Committee
    (1) The CAM Budget Priorities Committee advises the Dean and the Executive Committee and reports regularly to the CAM Faculty Congress. The CAM Budget Priorities
Committee makes recommendations to the Dean and CAM Executive Committee regarding short- and long-range adjustments to the budget and budget process as needed.

(2) Functions:
   a. To serve in an advisory capacity to the Dean and Executive Committee
   b. Review budget, expenditure, and revenue reports from the CAM Assistant Dean of Budget & Finance for all Departments in CAM.
   c. Reports actions to the campus Budget Priorities as requested to assist in the assessment of College budget committees.
   d. Make recommendations to the Dean and Chancellor about strategic fund allocations

iv. **College Scholarships and Awards Committee**

(1) Functions
   a. The Scholarships and Awards Committee shall have responsibility for developing or implementing the selection procedures for all endowed scholarships and awards which are selected at the College level, as defined by the guidelines of the scholarship or award.
   b. The Committee shall have the responsibility for selecting the endowed award winners as defined by the guidelines of the scholarship or award.
   c. The Committee shall work with College administrators in determining the selection procedures for other College-level awards.
   d. The Committee shall meet when necessary for scholarship and award considerations.
   e. The Committee shall devise its own operating rules.

(2) Membership
   a. In addition to one representative faculty from each CAM Department the College Scholarships and Awards Committee membership shall include one undergraduate student and one graduate student, both with vote. The appropriate CAM Advising staff person will be a member without vote.
   b. The two student members shall be elected to one-year terms each Spring, by the CAM Executive Committee, according to its own procedures, from undergraduate and graduate students who have declared majors or major preferences in the College.
c. Student vacancies for uncompleted terms shall be filled by the CAM Executive Committee

v. Fiscal Matters—(Pending Continuing Dean appointment)
   (1) How fiscal decisions are made
   (2) Fund raising (if applicable)
   (3) Policies (e.g., travel, extended studies teaching)

V. ANNUAL EVALUATIONS, RATINGS, AND SALARY RECOMMENDATIONS
http://thunder1.cudenver.edu/cam/facultycenter/bylawdocs/meritmatriciesforteachingservice.xls
http://thunder1.cudenver.edu/cam/facultycenter/bylawdocs/teachingandserviceindexmatricies05.xls
http://thunder1.cudenver.edu/CAM/facultycenter/bylawdocs/ANNUALEVALUATIONOFNON-TEACHINGDUTIES.DOC
http://thunder1.cudenver.edu/cam/facultycenter/bylawdocs/facultycompensation-dde-draft06fj.doc
http://thunder1.cudenver.edu/cam/facultycenter/bylawdocs/instquestionnaire7802b.doc

Reference: 1. System APS, Compensation Principles and Policy for Faculty,
http://www.cu.edu/policies/Compensation/compfac.html
2. System APS, Annual Merit Adjustments for Faculty,
http://www.cusys.edu/policies/Personnel/annmerit.html
3. System APS, Performance Ratings for Faculty, Officers, and Exempt Professionals,
http://www.cusys.edu/policies/Personnel/perfratings.html
4. System APS, Multiple Means of Teaching Evaluation,
http://www.cusys.edu/policies/Personnel/teacheval.html
5. Regent Policy 4.B: Faculty-Course Evaluation,
http://www.cu.edu/regents/Policies/Policy4B.htm
6. System APS, The Professional Plan for Faculty,
http://www.cusys.edu/policies/Personnel/plan.html
7. System APS, Differentiated Annual Workloads for Faculty,
http://www.cu.edu/policies/Personnel/annworkloads.html
8. System APS, Post-tenure Review Policy,
http://www.cusys.edu/policies/Personnel/posttenure.html

1. College: COLLEGE OF ARTS AND MEDIA COMMITTEE MANUAL. RTP Evaluation Guidelines
   i. Approved Sp. 2003,
http://thunder1.cudenver.edu/CAM/facultycenter/forms/CAMRTPGuidelines.pdf
   ii. Responsibilities of individual faculty members:
http://www.ucdhsc.edu/admin/hr/documents/DDCLecturerOfferLetter.doc
http://www.ucdhsc.edu/admin/hr/documents/Instructor-SrInstructorOfferLetter-DDC03-30.doc
http://www.ucdhsc.edu/admin/hr/documents/TenureTrackFacultyOfferLetter-DDC04-3-06.doc

iii. Role of faculty/merit evaluation committee
iv. Forms used
v. Supporting materials required
vi. Process, incl. how ratings relate to salary recommendations

1. Each rostered faculty member shall meet privately each year with the Dean and Chair to review the UCD-4 score, merit rating, and professional plan. A faculty member may appeal disputed UCD-4 scores or merit ratings by written petition to the College RTP Committee within 5 working days of the meeting with the Dean and Chair. The Committee shall review the appeal and make its recommendation to the Dean within five working days of the receipt of a faculty appeal.

vii. Timeline
viii. Appeal process
ix. Dealing with Below Expectations ratings
b. Performance Improvement Agreements
c. Extensive Reviews
i. Role of Dean

VII. SABBATICALS

Reference: Regent Policy 5, Faculty: 5A, Approval of Sabbatical Assignments, http://www.cu.edu/regents/Policies/Policy5A.htm

1. Eligibility
2. Application process, incl. timelines
3. Approval process
4. Setting priorities when multiple faculty members apply
5. Deferring sabbaticals
6. Report of work and accomplishments during the sabbatical

IX. APPROVAL OF BYLAWS

Reference: Regent Law 4, Organization of Academic Units: Part 4, Organization of the Academic Units, Colleges and Schools, 4.A.1
http://www.cu.edu/regents/Laws/Article4A.htm

1. Faculty
2. Dean
3. Provost
4. Chancellor
X. AMENDMENTS TO THE BY-LAWS

Reference: Regent Law 4, Organization of Academic Units: Part 4, Organization of the Academic Units, Colleges and Schools, 4.A.1  
http://www.cu.edu/regents/Laws/Article4A.htm

1. Amendments to these bylaws may originate in any of the following ways:
   a. Any member, or group of members, of the voting faculty may propose an amendment to these Bylaws, in writing, to the CAM Executive Committee. The Committee may then petition the Dean to present the proposed amendment to the Faculty.
   b. Bylaw changes can be initiated by any constituency of the Congress. Any proposed change can come to the floor by 1/3 membership.
   c. Any Department of the Faculty may petition the Dean, who will present the amendment to the Faculty.
   d. After the signatures are submitted to the Dean, a meeting shall be scheduled for a discussion of the proposed changes. Proposed amendments shall be distributed to the members of the Faculty in written form at least 14 calendar days prior to the meeting of the Faculty at which the amendments are to be considered. A 60% quorum of the voting members of the Congress is required for this meeting. A 60% quorum of the Tenure/Tenure Track faculty is also required for this meeting.
   e. No more than 60 calendar days, exclusive of official recesses, shall elapse between the time a petition to amend is received (in accordance with section A, above) and the time a meeting of the Faculty is called to consider the petition.
   f. After initiation and discussion, the Congress may accept the proposed change with a 2/3 vote of all members conducted by secret mail ballot.

2. Amendment shall become effective if approved by a 2/3s majority of the votes cast.
   a. Voting shall be by ballot and shall be conducted by the Associate Dean of Academic and Student Affairs. All amendments shall be dated at the time of their adoption and distributed to the members of the Faculty.
   b. Upon completion of the above votes with a positive result, the revisions will be considered adopted.

    Adopted: [date]  
    Amended [date]  
    Revised [date]  
    Amended [date]

Appendices
[N.B. (1) These are suggested additional documents that should be part of each college’s and school’s operating documents. (2) Colleges and schools may adopt and revise the documents in the Appendices more often and with less formality than is required for changes in the bylaws. Each document should carry its effective date. (3) These documents need not be physically attached to the college or school bylaws, but a copy of the college or school bylaws, the department bylaws, and these documents should be physically co-located in the Dean’s Office and available for review.]

**Student Information**

All Undergraduate Degree Program Admission Criteria and Standards (if applicable)

Undergraduate Student Handbook(s) (if applicable)

All Undergraduate Program Degree Requirements (if applicable)

All Graduate Degree Program Admissions Criteria and Standards (if applicable)

Graduate Student Handbook(s) (if applicable)

Thesis Requirements and Standards (if applicable)

All Graduate Program Degree Requirements (if applicable)

Criteria and Standards for Appointment and Evaluation of Teaching and Research Assistants


Written Standards for Pre-Tenure Faculty

General Standards for Reappointment, Promotion, and Tenure

Merit Evaluation Criteria and Standards

Criteria and Standards for Appointment and Evaluation of Lecturers

Post-Tenure Review Criteria and Standards