

**COLLEGE OF LIBERAL ARTS & SCIENCES**

**BYLAWS**

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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 Denver, 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>. These Bylaws do not preempt or supersede primary unit policies or practices, except where otherwise directly stated.

#### 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 Denver.

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>.

Rostered Faculty refers to such faculty positions eligible to participate in college governance and/or serve on College committees, and shall include:

a. Tenured and Tenure-Track Faculty.

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

b. Rostered Non-Tenure-Track Faculty.

Those non-tenure-track and at will Faculty who hold titles such as Senior Instructor, Instructor, or Assistant, Associate, or Full Professor Clinical Teaching Track 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 and are not considered Rostered Faculty.

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 Denver 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 I, Section 3a shall be entitled to one vote.
- b. For purposes of voting on issues pertaining to the Bylaws or general governance of the College, with the exception of matters related to tenure and promotion of tenured and tenure-track faculty, and for purposes of electing members of their own constituency to committee membership, rostered non-tenure-track faculty as defined in these Bylaws Article I, Section 3b are entitled to one vote.
- c. For purposes of electing members of their own constituency to committee membership, students, as defined in these Bylaws Article I, Sections 4a and 4b, 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 rostered non-tenure-track faculty.

8. **The Council of Chairs:**

The Council of Chairs consists of the Chairs of all recognized Departments and program directors 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 Programs:**

Within the College there are the following departments and programs: Anthropology, Integrative Biology, Chemistry, Communication, Economics, English, Ethnic Studies, Geography and Environmental Sciences, Health and Behavioral Sciences, History, Mathematical and Statistical Sciences, 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.cu.edu/regents/Laws/Article4A.htm>, which sets forth the role and responsibilities of the Dean.

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.cu.edu/regents/Laws/AppendixB.html>, which sets forth the role and responsibilities of department chairs.

## ARTICLE II

### The Dean of the College

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

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 last day in October. 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.

### 2. **Powers and Functions:**

The CLAS Council shall be responsible for conveying the will of the CLAS faculty to the Dean through the establishment, review, and recommendation of the College of Liberal Arts and Science's policies and practices within the Council's purview. The CLAS Council may initiate review of policies and practices; the Dean's Office, the College's standing committees or the Council of Chairs may request that the Council review policies and practices. The CLAS Council's purview includes educational policy; policies for instructional, research, and service programs of the College; the College's academic regulations and requirements; academic programs including new courses, departments/disciplines, degree programs, certificate programs, and specialty programs in the College; program and degree discontinuance; the College's admission standards and requirements; and the College's degree requirements. The CLAS Council will review and coordinate the College's strategic planning and budget recommendations in cooperation with the Dean, and such other matters as may properly come before it through appropriate College committees. The CLAS Council may consider and direct matters within its purview that significantly affect the College, but it shall respect the governance structure of the University of Colorado Denver 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. **Rostered Non-Tenure-Track Faculty:**

- a. Rostered Non-Tenure-Track Faculty within the College, as defined in Article I, 3b, shall elect one representative from within their rank.
- b. CLAS Council and standing committee positions for rostered non-tenure-track faculty 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 appointed representative shall be a non-voting member of the CLAS Council.
- b. The Dean's office shall provide a non-voting staff person to attend meetings, take CLAS Council minutes, and assist with record keeping.
- c. The duties of the Staff Person described in Item 6.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 perform such other duties as the CLAS Council may prescribe;
  - (4) 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 rostered non-tenure-track faculty shall serve for one year. Insofar as possible one-half of the faculty membership of the CLAS Council shall be elected each year.
- c. Tenured and tenure-track faculty may serve on the Council for two consecutive two-year terms and unlimited non-consecutive terms. The Council may override this limitation in the case of a member elected as chair-elect or chair.

9. **Elections of Representatives**

- a. Representatives to fill vacancies will be elected each April by the departments or constituencies which they represent.
- b. The method for elections shall be determined and elections administered by the departments or the constituencies.

- 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 or constituency. The definition of regular attendance will be determined by the CLAS Council.

## 10. Elected Officers

- a. The CLAS Council shall elect from among its tenured and tenure-track faculty members a Chair and/or a Chair-Elect. The Chair will serve for a two-year term, with the possibility of an extension by a majority vote of the Council. The Council will select a Chair-Elect during the last semester of a Chair's 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 in consultation with the Executive Committee, the Council, the Council of Chairs, and the Dean's Office;
  - (4) to prepare an annual report in consultation with the Executive Committee;
  - (5) to prepare annual merit letters for CLAS Council members whose participation warrants it and who request it;
  - (6) to perform such other duties as the CLAS Council may prescribe;
  - (7) to sit on the campus Faculty Assembly.
- c. The duties of the Chair Elect shall be:
  - (1) to preside over meetings and perform the duties of the Chair if the Chair is unable to serve at any time;
  - (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.
- d. If there is no Chair-Elect at a time when the Chair cannot serve, the Executive Committee will elect one of its members to serve as Chair.
- e. An incoming Chair will receive a one-time course release for the first academic year of the two-year term, pending approval in each instance from the Dean, pending consultation with the candidate's primary unit chair and the Budget & Planning Committee.

## 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 (via e-mail). Quorum rules still apply.
- 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.

- e. Faculty of the University of Colorado Denver, students of the University of Colorado Denver, and members of the administration of the University of Colorado 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, who will pass them on to the succeeding Chair.

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

a. Rescission.

Any action of the CLAS Council may be rescinded by a vote of the Rostered Faculty of the College who are eligible to vote, defined in Article I, Section 3, according to procedures 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 Rostered Faculty who are eligible to vote 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 eligible Rostered 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 voting Rostered Faculty on the motion or issue and shall be binding upon the CLAS Council only in specifications given in paragraph c (2) and (3) below.

c. Procedure

- (1) A vote for rescission or for referendum may be called by: a) A two-thirds majority vote of the CLAS Council in favor of such a vote; or, b) a petition in favor of such a vote signed by at least twenty percent of the Rostered Faculty who are eligible to vote on that issue.
- (2) In the case of referenda or motions for rescission not initiated by the CLAS Council, petitions from the Rostered 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 Rostered 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, and oversee 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 present.
- (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) Communicate with the faculty regarding CLAS Council actions and governance issues.
- (e) 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.
- (f) Review the Bylaws at least once every four years to ensure they are kept current and in compliance with the Laws of the Regents and the policies of the University of Colorado System and University of Colorado Denver. The Bylaws as written will stand until reviewed and revised.
- (g) Bring to the CLAS Council for deliberation proposed changes of the Bylaws. Arrange for a vote by all Rostered Faculty eligible to vote 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 Dean and act in those areas assigned and delineated in this Article VI, and in such other matters as may be assigned by the CLAS Council. A standing committee may at any time refer matters of concern to the CLAS Council for review or resolution. The CLAS Council may also review the activities of any standing committee at the request of CLAS faculty members or the Dean.

#### **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. Rostered non-tenure-track faculty and student seats where provided, shall be elected by their respective constituencies. Standing Committee positions for rostered non-tenure-track faculty 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, except as may be specifically stipulated in individual contracts. 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 rostered non-tenure-track faculty shall be one year beginning the fall semester after their election. Email notification of unfilled or vacated rostered non-tenure-track faculty 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 chair shall declare the seat vacant, and request that the associate dean responsible for faculty affairs 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 appropriate associate dean.
- e. The associate dean responsible for faculty affairs will conduct elections for Standing Committee positions and other shared governance positions and will coordinate filling vacancies in cooperation with the CLAS Council.

4. Selection of Standing Committee Members (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 rostered non-tenure-track faculty 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 associate dean responsible for faculty affairs to establish a full slate of candidates.
- c. The CLAS Council staff person working in conjunction with the associate dean responsible for faculty affairs shall publicize the slate through posting on bulletin boards, announcements in campus media, and other means if she or he chooses, to inform members of constituencies of all nominees.
- d. The CLAS staff person or the associate dean responsible for faculty affairs 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 associate dean responsible for faculty affairs 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 at its discretion.
- b. Committees may request consultation with the CLAS Council or its Executive Committee at their discretion. The CLAS Council and its Executive Committee may also request that chairs of standing committees attend Council meetings or respond to queries as deemed appropriate and useful.
- c. 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 those 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.
- d. A written record of committee actions shall be submitted by the standing committee chair and kept by the staff person appointed to that committee in the Dean's office.
- e. By June 15 of each year, all committees shall provide the Dean's Office with summaries of their activities for the past academic year, and those reports shall be posted on the CLAS website.

**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 originate 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 may be elected or appointed by the CLAS Council.

**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 rostered non-tenure-track faculty;
- two voting students;
- one non-voting representative of the Advising Staff or Dean's office.

If a committee member does not meet regularly with the committee, the chair shall declare the seat vacant, and the associate dean responsible for faculty affairs shall 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 Academic Integrity Policy and 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 rostered non-tenure-track faculty;
- two voting students;
- one non-voting representative of the Advising Office or Dean's Office.

If a committee member does not meet regularly with the committee, the chair shall declare the seat vacant, and the associate dean responsible for faculty affairs shall 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 Dean such changes as seem appropriate, in consultation with the CLAS Council as 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 in accordance with the "Operating Guidelines of the Academic Standards Committee" on file in the CLAS Dean's office?.
- (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 voting rostered non-tenure-track faculty;
- one non-voting representative of the Dean's office;
- one non-voting staff person with budgetary experience from the Dean's office.

If a committee member does not meet regularly with the committee, the chair shall declare the seat vacant, and the associate dean responsible for faculty affairs shall 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 as appropriate to the CLAS Council for deliberation and recommendation, 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 major BPC decisions before the full CLAS Council for deliberation and approval. In the case of extenuating circumstances or imminent deadlines, all major 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 rostered non-tenure-track faculty;
- one voting student;
- one non-voting representative of the Dean's office;
- one non-voting representative from the Advising office.

If a committee member does not meet regularly with the committee, the chair shall declare the seat vacant, and the associate dean responsible for faculty affairs shall 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 Dean, in consultation with the CLAS Council as appropriate.
- (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 Dean, in consultation with the CLAS Council as appropriate.
- (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 Dean, in consultation with the CLAS Council as appropriate.

- (7) To review requirements for the College Core and all other curricular issues as may be deemed appropriate and make recommendations to the Dean, in consultation with the CLAS Council as appropriate.
- (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 rostered non-tenure-track faculty;
- one non-voting representative from the Advising or Dean's office.

If a committee member does not meet regularly with the committee, the chair shall declare the seat vacant, and the associate dean responsible for faculty affairs shall 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.

6. Post-Tenure Review Committees and Procedures

As stated in the University of Colorado System Administrative Policy Statement (APS) of 11/1/2006 ([https://www.cusys.edu/policies/policies/HR\\_Post-Tenure-Review.html](https://www.cusys.edu/policies/policies/HR_Post-Tenure-Review.html)): "Post-tenure Review (PTR) is a review of a tenured faculty member's performance record undertaken every five years. This regular review is undertaken by the department/primary unit and it determines whether the faculty member is meeting the professional standards outlined by the department/primary unit's policy on written standards and criteria." In order to make PTR possible, all primary units are required to have both detailed annual merit review criteria and a statement of PTR procedure in their written bylaws.

Recognizing the different situations and needs of primary units, this policy describes two options, both permitted by the APS: Option A, in which the primary unit elects to form its own PTR committee and to retain adjudicating authority over its PTR cases; and, Option B, in which the primary unit elects to defer to the College PTR committee, which then becomes the adjudicating body for that primary unit's PTR cases. Every five years, at the decade and the half-decade in the spring term, the Chair of each primary unit will inform the Dean's office of the primary unit's choice between these two options, which may be specified in its bylaws. For each primary unit, only one PTR committee will hold primary authority at any given time, either the unit's

PTR committee, hereafter called “the PTR Committee,” or the College’s PTR committee, hereafter called “the CPTR Committee.”

Option A: The PTR Committee:

- a. Composition:
  - three voting tenured faculty members, who may or may not include the Chair and may or may not include faculty from other primary units, appointed or elected according to the primary unit’s bylaws.
- b. Chairperson: The Chairperson will be appointed or elected according to the primary unit’s bylaws.
- c. Functions:
  - (1) For the faculty member under review, to conduct a PTR in compliance with the System APS and in compliance with UC Denver’s “Post-Tenure Review Campus Policy and Procedures.”
  - (2) To request that the faculty member under review furnish an updated curriculum vitae, the previous Professional Plan and an updated Professional Plan for the next five years, a self-evaluation, and any supporting material, whether specified in the primary unit’s bylaws, requested by the PTR committee, or deemed appropriate by the faculty member. Also, to request from the primary unit Chair or the Dean’s office the five previous annual performance evaluation reports.
  - (3) To prepare a brief written report summarizing the faculty member’s academic accomplishments in the previous five years, without duplicating the vitae.
  - (4) To include in that report a rating of the faculty member’s overall academic performance as “outstanding,” “exceeding expectations,” “meeting expectations,” or “below expectations,” using the definitions and criteria specified in the primary unit’s bylaws. This rating for PTR is in addition to the five previous annual ratings.
  - (5) To include in that report, as an option at the prerogative of the Chairperson, recommendations for the faculty member for self-development and improvement.
  - (6) To submit the written report and rating to the department Chair, who will forward it to the Dean, or, in the case of a primary unit without a Chair, directly to the Dean. A copy will be given to the faculty member, and another copy will be placed in the faculty member’s departmental (and/or College) personnel file.
  - (7) If a faculty member receives a PTR summary rating of “below expectations,” the faculty member must undertake a Performance Improvement Agreement as outlined in the University of Colorado APS on *Post-Tenure Review*.
  - (8) If the faculty member desires to appeal a “below expectations” rating, the faculty member should submit an appeal in writing to the Dean within two weeks of the receipt of the PTR results. The Dean will forward the appeal to the CPTR Committee who will provide a written report and rating to the faculty member, the Chair, and the Dean. A faculty member receiving a “below expectations” rating from the CPTR Committee may appeal this decision to the Dean. The Dean’s decision is final. If a faculty member files an appeal, it is not necessary to generate a Performance Improvement Agreement (PIA) until the Dean has ruled on the appeal.

Option B: The College PTR Committee (CPTR):

- a. Composition:
  - six voting tenured faculty members (one from each division plus two at large);
  - one non-voting Associate Dean.

- (1) Each member shall be elected for a two-year term. Insofar as possible, one-half of the faculty membership shall be elected each year. Committee chairs may serve for two consecutive terms if the second term constitutes their term as chair.
  - (2) If a committee member does not meet regularly with the committee, the chair shall declare the seat vacant, and the associate dean responsible for faculty affairs shall arrange for a replacement.
  - (3) Conflict of Interest: All committee members shall recuse themselves from a vote on which the nature of their relationship with the faculty member under review may reasonably be thought to represent a conflict of interest.
- b. Chairperson and Facilitator:
- (1) At the first meeting of the fall semester of alternate years, a chairperson shall be elected from among the faculty members of the committee. The term of office shall be two years beginning on the date of the first meeting of the fall semester.
  - (2) The designated representative from the Dean's office shall serve as facilitator, responsible for all practical and logistical requirements for the committee's deliberations and functions, including all communications with the primary units that have faculty members coming up for or under review, with the faculty members coming up for or under review, and with the Dean.
  - (3) The faculty chairperson shall be the official voice of the committee in its recommendations.
- c. Functions:
- (1) For the PTR of primary units that have elected Option B, to carry out the same functions specified under Option A: The PTR Committee, c. (1)-(7) above, with the following additions:
  - (2) To request, in addition to the materials listed above, a letter from the faculty member's Chair containing his/her PTR recommendation for that faculty member.
  - (3) At the request of the Dean or the primary unit, to review a primary unit's criteria for annual merit review (or PTR review criteria, if different), its definitions of the four rating categories, and its procedure for PTR. This review is not of discipline-specific content; its concerns are limited to clarity, level of detail in criteria and definitions, consistency of application, and compliance with System and University policies. Under advisement from the CPTR Committee, the Dean may request that a primary unit update its bylaws in accordance with the requirements of review processes.
  - (4) At the request of a primary unit, to serve as an advisory body on more effective and efficient PTR policies and procedures.
  - (5) To serve as the college-level review committee for faculty grievance appeals pertaining to or stemming from PTR evaluations at the primary unit level.
  - (6) To allocate PTR Development Grants according to College policy.
- d. Procedures:
- (1) The CPTR Committee quorum shall consist of at least half of the voting members of the committee. Methods for handling tie votes shall be established by the committee. The Chairperson or a committee member may request that a vote be taken by secret ballot.
  - (2) If a faculty member files an appeal of the primary unit's PTR Committee's decision, it is not necessary to generate a Performance Improvement Agreement (PIA) until the CPTR

Committee has ruled on the appeal. This ruling may be appealed to the Dean and the final decision remains with the Dean.

- (3) If a faculty member desires to appeal a “below expectations” rating from the CPTR Committee where the primary unit is operating under Option 2, the faculty member shall submit a written appeal to the Dean within two weeks of receipt of the PTR results. The Dean’s decision is final unless the Dean has been an active participant in the disagreement, in which case the Dean’s decision may be grieved to the campus-level Faculty Assembly Academic Personnel Committee.

## **ARTICLE VII**

### Faculty Organization and Personnel Procedures

#### **Title A. 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 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 determination and personnel procedures and will outline the working structure and rules of the department. Department Bylaws must be consistent with the Laws of the Regents, the policies of the University of Colorado System and the University of Colorado Denver, and the CLAS Bylaws.
2. Dean's Advisory Committee for Faculty Personnel Decisions (DAC)
  - 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 non-voting representative from the Dean’s office shall serve as chair.

If a committee member does not meet regularly with the committee, the chair shall declare the seat vacant, and the associate dean responsible for faculty affairs shall 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 serve as the Dean's advisory committee for first-level review for reappointment, tenure and promotion decisions, including to review the qualifications of all tenured and tenure-track faculty seeking reappointment, tenure, and/or promotion, ensure those qualifications are consistent with those set forth in the Laws of the Regents, as well as with each candidate's primary unit criteria, 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.

3. Dean's Advisory Committee for Clinical Track Faculty Personnel Decisions (DAC-C/T)

a. Composition:

The Committee shall consist of three members of the Dean's Advisory Committee for Faculty Personnel Decisions (DAC), three Clinical Track (C/T) faculty members, and a designated non-voting representative from the Dean's office, who shall act as chair. Service on the DAC-C/T shall rotate regularly among all of the members of the DAC in a fashion established by the DAC, whether on a case-by-case or periodic basis. Each C/T member shall be elected by a vote of the C/T faculty for a two-year term, ideally with one of the three rotating off of the committee each year. If an insufficient number of C/T faculty are available for service or for an election to be held, then the Dean's office representative to the DAC-C/T shall appoint members from the ranks of C/T, senior instructor, and instructor faculty.

b. Functions:

- (1) To advise the Dean on first-level review for appointment, reappointment, promotion, and new hires of C/T faculty, ensuring that the qualifications and performance of such faculty are consistent with those set forth in the candidate's primary unit criteria; the CLAS C/T policy, "Requirements for Appointment, Reappointment, and Promotion for Clinical Teaching Track (C/T) Faculty"; and the Laws of the Regents, and to recommend a course of action to the Dean.

## **Title B. 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 Denver.

2. Responsibilities with Respect to First Level Review for Reappointment, Tenure and Promotion decisions

a. The Dean's Advisory Committee for Faculty Personnel Decisions.

The Dean's Advisory Committee for Faculty Personnel Decisions shall advise the Dean and the faculty on appropriate procedures for acting upon reappointment, tenure and promotion decisions 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 his/her formal recommendation and the recommendation of the Evaluation Committee to the Dean's Advisory Committee for Faculty Personnel Decisions.

(2) Personnel Chairperson:

Ordinarily the department chair does not serve as chair of the Evaluation Committee but works in collaboration with faculty of appropriate rank 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. ensure 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 for Faculty Personnel Decisions 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 for Faculty Personnel Decisions. 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 VII, provided that these bylaws are consistent with this Article VII.

**Title C. Amendments**

1. Initiation

A proposed amendment or general review of any part of this Article VII 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 faculty members on the CLAS Council.
- b. A petition signed by 25% of the members of the Rostered Faculty in the College. This applies only to topics that do not pertain to tenure, post-tenure, or other related personnel matters; in such cases, only tenured and tenure-track faculty are eligible to sign.

2. Approval

Approval of any proposed amendment of this Article VII 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 Article VII, 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 Rostered Faculty in the College equal to 20% of the eligible votes. This applies only to topics that do not pertain to tenure, post-tenure, or other related personnel matters; in such cases, only tenured and tenure-track faculty are eligible to sign.

2. Approval

Approval of any proposed amendment requires:

- a. That at least 50% of the eligible Rostered Faculty cast votes, and the majority of those votes prevail. This applies only to topics that do not pertain to tenure, post-tenure, or other related personnel matters; in such cases, only tenured and tenure-track faculty are eligible to sign.

3. Exclusion of Article VII

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

**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 IX 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, or University of Colorado Denver policies, the Regent law, policy, and administrative policy statements and University of Colorado Denver policies prevail.

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.

*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*  
*\_\_\_\_\_*