



University of Colorado Denver

Guidelines for College, School, Library and Department Faculty Bylaws

A. Introduction

The purpose of these guidelines is to set forth the procedures for the creation, review and approval of College, School, Library and Department faculty bylaws pursuant to the Laws and Policies of the Regents of the University of Colorado, University of Colorado System policies and University of Colorado Denver policies (hereinafter collectively referred to as "University Policy").

Colleges, Schools, Libraries and Departments are required by University Policy to have in place the written documents outlined in these guidelines. These written documents shall collectively be referred to as bylaws.

In the event that there is a conflict between the bylaws of a College, School, Library, or Department and University Policy, the University Policy shall take precedence. In the event there is a conflict between the bylaws of a Department and the bylaws of its College or School, the bylaws of the College or School shall take precedence.

B. Required Written Documents

Pursuant to University Policy, Colleges, Schools, Libraries and Departments are required to have in place written documents that address the following. These written rules and procedures should be included within the unit's faculty bylaws. References to relevant University Policy are included in the attached references document.

1. Processes for annual merit evaluations and annual performance ratings.
(Regent Policy 11-B: Faculty Salary, <https://www.cu.edu/regents/Policies/Policy11B.htm>;
System APS, Performance Ratings For Faculty, https://www.cusys.edu/policies/policies/Hr_Perfratings_FEP.html
UCD Administrative Policy, Faculty Compensation – Downtown Campus, <http://www.ucdenver.edu/about/departments/HR/HRPoliciesGuidlines/Documents/Faculty%20Compensation%20-%20Downtown%20Campus%20updated%202-18-10.pdf> ;
UCD Administrative Policy, Research Assistant/Associate (PRA) – AMC, [http://www.ucdenver.edu/faculty_staff/employees/policies/Policies/Library/HR/ResearchAssistant-Associate\(PRA\)Policy.pdf](http://www.ucdenver.edu/faculty_staff/employees/policies/Policies/Library/HR/ResearchAssistant-Associate(PRA)Policy.pdf);
UCDHSC Downtown Denver Campus Administrative Policy Statement, Instructor and Senior Instructor Annual Performance Review, http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/DDC/Faculty/Instructor%20and%20Senior%20Instructor%20Annual%20Review.pdf;
and
UCDHSC Downtown Denver Campus Administrative Policy Statement, Lecturer, Adjunct Faculty, Adjoint Faculty, and Attendant Rank Faculty Performance Review,

http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/DDC/Faculty/Non-Tenure%20Track%20Teaching%20Faculty%20Review.pdf

2. Procedures for negotiating differentiated annual workloads.
(System APS, Differentiated Annual Workloads for Faculty
https://www.cusys.edu/policies/policies/HR_Differentiated-Workloads.html)
3. Defining faculty voting membership, rights and processes.
(Regent Law 4, Organization of Academic Units
<https://www.cu.edu/regents/Laws/article-04.html>)
4. Procedures for primary unit reappointment, tenure, and promotion committees, including eligibility requirements for members serving on the committees.
(System APS, Standards, Processes, and Procedures for Appointment, Reappointment, Tenure and Promotion (Appendix A of the Laws of the Regents)
https://www.cusys.edu/policies/policies/A_Standards-Tenure-Promotion.html)
5. Process for post-tenure review.
(System APS, Post-Tenure Review Policy
https://www.cusys.edu/policies/policies/HR_Post-Tenure-Review.html)
6. Primary unit criteria to be used in reappointment, tenure and promotion decisions, annual reviews and post-tenure reviews.
(System APS, Standards, Processes, and Procedures for Appointment, Reappointment, Tenure and Promotion (Appendix A of the Laws of the Regents)
https://www.cusys.edu/policies/policies/A_Standards-Tenure-Promotion.html)
7. A description of the procedures used to solicit external reviewers for comprehensive reviews (if applicable) and for promotion and tenure reviews.
(System APS, Standards, Processes, and Procedures for Appointment, Reappointment, Tenure and Promotion (Appendix A of the Laws of the Regents)
https://www.cusys.edu/policies/policies/A_Standards-Tenure-Promotion.html)
8. Process for appealing a below expectations rating on an annual review or post-tenure review.
(System APS, Post-Tenure Review Policy
https://www.cusys.edu/policies/policies/HR_Post-Tenure-Review.html)
9. Guidelines for writing Professional Plans.
(System APS, The Professional Plan for Faculty,
https://www.cusys.edu/policies/policies/HR_ProPlanFaculty.html)
10. Processes related to research misconduct.
(System APS, Misconduct in Research and Authorship
https://www.cusys.edu/policies/policies/A_MisconductResearch.html)
11. A written document outlining a department's working structure and rules, which rules shall be consistent with University Policy and must be approved by the Dean of the College or School and the Chancellor.
(Regent Law, Organization of Academic Unit

<https://www.cu.edu/regents/Laws/article-04.html>)

12. Processes relating to student grade and disciplinary action appeals/grievances.
(System APS, Uniform grading policy
https://www.cu.edu/policies/policies/A_UniformGrading.html)

C. Other Content that May Be Included

The following content is not required by any University policy. However, it is typical for faculty bylaws to contain some or all of the following content.

1. The mission of the College, School, Library or Department that would be set forth in a preamble to the bylaws.
2. A written document outlining a College's, School's or Library's working structure and rules. The working structure and rules must be consistent with University Policy and shall be approved by the Chancellor or Chancellor's designee. Content regarding working structure and rules may include:
 - a. Role, function, responsibilities, qualifications and evaluation of administrative staff, including associate and assistant deans.
 - b. Role, function, responsibilities, and membership of committees, standing and ad hoc.
3. The process for amending and approving amendments to the bylaws.

D. Procedures

1. The faculty and administration of each College, School, Library or Department shall jointly develop bylaws for the College, School, Library, or Department.
2. Upon approval by the Dean, the draft bylaws shall be submitted to the Associate Vice Chancellor for Academic Affairs (the "AVC") for review. The draft bylaws shall be accompanied by the attached checklist.
3. Upon positive review by the AVC, the draft bylaws shall be submitted to the Office of University Counsel for review and approval as to legal sufficiency.
4. If the AVC determines that changes are required, the draft bylaws shall be returned to the College, School, Library or Department for revision. The College, School, Library or Department shall revise the draft bylaws appropriately. After approval of the draft bylaws by the faculty and the Dean, they will be resubmitted to the AVC. Upon review by the AVC, unless additional changes are required, the draft bylaws will be submitted to the Office of University Counsel.
5. Upon successful review by the Office of University Counsel, the draft bylaws shall be submitted to the Provost/Vice Chancellor for Academic Affairs for review.
6. If further revision is required, the draft bylaws shall be sent back to the College, School, Library or Department, who will revise the draft bylaws appropriately. The revised bylaws must be approved by the faculty pursuant to College, School, Library, or Department rules and the Dean before being resubmitted.

7. The revised bylaws shall be resubmitted to the AVC for final review and approval by the Provost/Vice Chancellor for Academic Affairs.
8. Upon approval of the bylaws, the AVC will send the College, School, Library, or Department a written letter signed by the Provost/Vice Chancellor for Academic Affairs confirming the approval of the bylaws.
9. The College, School, Library or Department should review and revise as necessary its bylaws at least every seven (7) years as part of regular program review.