

DEPARTMENTAL BYLAWS

**Department of Psychology
University of Colorado Denver
Downtown Campus**

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I. PREAMBLE

A. Purpose of Bylaws

The purposes of departmental bylaws are to describe the organization and administration of the Department of Psychology, and to define the roles of Department faculty and the Department Chair with respect to the activities and governance of the Department. The Department of Psychology, hereafter referred to as the Department, 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 Denver (UCD), of the UCD Downtown Campus, and of the College of Liberal Arts and Sciences (hereafter referred to as the College (see References below).

The Bylaws presented herein cover the policies and procedures of the Department, specifically. Policies and procedures not covered by these Bylaws may be initiated or modified by a majority vote of the voting Faculty of the Department. Rules established by the Laws of the Regents and/or the University or College Bylaws shall prevail over the department bylaws should a conflict exist.

B. University of Colorado & UCD Laws & Policies: Reference

1. Laws of the Regents, <http://www.cu.edu/regents/Laws/laws.html>
2. Regent Policies, <http://www.cu.edu/regents/Policies/>
3. Regent Law 5, Faculty, <http://www.cu.edu/regents/Laws/Article5.html>
4. Regent Law 4, Organization of Academic Units: 4.B.1, *Departments*, <http://www.cu.edu/regents/Laws/Article%204B.htm>
5. CU System Administrative Policy Statements, <http://www.cusys.edu/policies/>
6. HSC Policies, <http://www.uchsc.edu/policies/>
7. Downtown Denver campus Policies, <http://www.cudenver.edu/Resources/Policies+and+Procedures/default.htm>,
8. Faculty Handbook, http://www.cusys.edu/faculty/fac_handbook/index.html
9. Faculty Senate Constitution, <http://www.colorado.edu/FacultyCouncil/const.html>
10. Faculty Senate Bylaws, <http://www.colorado.edu/FacultyCouncil/bylaws.html>
11. Downtown Denver Campus Faculty Constitution, <http://thunder2.cudenver.edu/facultyassembly/new/constitution.htm>
12. Downtown Denver Campus Faculty Bylaws, <http://thunder2.cudenver.edu/facultyassembly/new/bylaws.htm>

C. Mission Statement of the Department of Psychology

The Department of Psychology at the University of Colorado Denver is committed to offering psychology-related education, research, and outreach in response to the needs of the people of Colorado, the nation and the world. The Department teaches the methodology and core knowledge of academic

psychology to undergraduates. It educates and trains graduate students in the general principles and concepts of psychology and also provides them with specialized expertise in clinical psychology and clinical health psychology.

The undergraduate curriculum covers the primary topic areas of psychology. Teaching methods include classroom presentations, experiential learning, and supervised independent study. The Department provides undergraduates experiences in the areas of psychological research and professional skill development. Department faculty members strive to provide personal support and quality advising to students. Psychology baccalaureate graduates receive a sound, liberal arts education grounded in the natural sciences, including preparation for graduate training in psychology. They will demonstrate a broad understanding of foundational psychological principles and theories; written communication; and abilities to analyze, synthesize, and evaluate material in written reports related to psychology topics.

Graduate education in the Department of Psychology will be responsive to the general recommendations of the American Psychological Association. Graduate training programs will be primarily designed and executed by the programs' faculty, but all graduate students are required to have broad core competence in the field of psychology. Graduate training will emphasize providing a strong foundation in psychology as a science for students aiming to become researchers, academicians, and/or practitioners.

The Department encourages and supports innovative research and scholarship by faculty and students. Conducting research on basic and applied questions relevant to the biological, social, and psychological functioning and well-being of humans and nonhumans is critical to our mission. Such research should occur in an atmosphere of free inquiry, rigorous science, and adherence to ethical guidelines.

The Department will recruit faculty who demonstrate a high degree of professional promise. It will maintain a climate conducive to personal and departmental advancement. Department faculty members will strive for excellence in teaching, research, and service that supports the success of all individuals in a global and multicultural society. Faculty will strive for positions of leadership and for betterment of the community at a multitude of levels: the University, the state, the profession, the nation, and the world.

II. THE FACULTY

A. Membership

1. Members of the Faculty, hereafter referred to as the Faculty, shall be those individuals within the Department who hold the title or acting title of Professor, Associate Professor, Assistant Professor, Research Professor,

Clinical Faculty, Clinical Teaching Faculty, Senior Instructor, Instructor, Lecturer, and any other such title identified as a faculty title under applicable policies of the Board of Regents.

2. The Chair of the Department, hereafter referred to as the Chair, must be a tenured member of the Faculty.
3. Emeritus membership shall include those faculty members in the Department who have received the title of emeritus.
4. Graduate Faculty. All graduate appointments will be administered following the policies of the consolidated Graduate School. All individuals who teach graduate courses or serve on graduate committees must have a graduate appointment.
5. Adjunct membership shall include those faculty members or senior personnel in other institutions or organizations who hold terminal degrees in their discipline and have received the title of Adjunct Faculty in Psychology. Adjunct faculty serve on an at-will basis.
 - a) Adjunct Faculty are expected to make regular and significant contributions to the teaching (e.g., instructor of record), research (e.g., co-PI on a grant), and/or service activities (e.g., graduate committee membership) of the Department.
 - b) Adjunct Faculty will be appointed for a period of up to five years as determined by their contribution to the Department. Membership will be re-evaluated for renewal. Termination of an appointment for any reason prior to the expiration of a term of appointment may be recommended by either the Faculty or the Chair.
 - c) Adjunct Faculty may be nominated by any member of the Faculty.
 - d) The nominee will provide relevant supporting materials (e.g., CV, publications, teaching evaluations) to accompany the nomination, which should include a letter of support from the Chair of the home department or institution.
 - e) Following a review of the nomination and supporting materials, there will be a discussion and vote of the Faculty following standard procedures.
 - f) Adjunct appointments are recommended to the Dean upon approval by the Faculty.

B. Voting Members

1. The following persons are voting members of the Department (hereafter referred to as Voting Faculty):
 - a) The Chair.
 - b) Program Directors and Coordinators.

- c) Faculty in the Department holding tenured or tenure track titles of Professor, Associate Professor, and Assistant Professor who hold appointments of 50% or more.
 - d) Senior Instructors, Research Professors (at the Assistant, Associate or Full level), Clinical Faculty, and Clinical Teaching Faculty who hold appointments of 50% time or more and who possess the doctoral degree (Voting members in this category may vote on everything but RTP decisions.).
 - e) Emeritus Faculty.
 - f) Instructors without a doctorate, Lecturers, Research Faculty, and Adjunct Faculty are not voting members of the Department.
2. A vote is required on all matters pertaining, but not restricted to the:
- a) Policies governing undergraduate and graduate curriculum degree requirements, and administration.
 - b) Appointment, reappointment, and promotion of faculty holding the title of: Instructor, Senior Instructor, Clinical/Clinical Teaching Track Faculty, Assistant Professor, Associate Professor, and Full Professor; Director, and Chair.
 - c) Policies governing the administration of Department.
 - d) Bylaws.
3. For the purpose of voting to support or reject the recommendation regarding the granting of reappointment, tenure, or promotion for tenured or tenure-track faculty, the Voting Faculty shall include all tenured members of the Faculty at the rank of Associate and Full Professor and shall exclude the member seeking reappointment, tenure, or promotion.
- a) Only tenured Faculty may vote for reappointment and promotion with tenure.
 - b) Only Full Professors can vote for promotion to Full Professor.
4. For the purpose of voting to support or reject the recommendation regarding the granting of reappointment or promotion of non-tenure track Faculty positions, the Voting Faculty shall include all voting members of the Faculty and shall exclude the member seeking reappointment or promotion.
- a) Only tenured, tenure track, Clinical and Clinical Teaching Faculty may vote on reappointment and promotion of Clinical and Clinical Teaching Track Faculty.
5. Members of the Faculty who are eligible to vote on the personnel action and who may be on leave at the time a personnel action is being considered retain their vote. Their vote shall be accepted by the Chair by mail or email prior to the Faculty meeting set to consider the personnel action and added

anonymously to the final vote tally by the Chair.

6. Voting Faculty who are eligible to vote on the personnel action are expected to actively and fully participate in the process. Those who have not actively participated should recuse themselves from the vote.
7. A private vote will take place at the request of any voting member with the exception of tenure or promotion votes which will always be private.

C. Powers

1. The Faculty is concerned with:
 - a) Teaching.
 - b) Research Scholarship.
 - c) Service to the Department; College, University and System; profession; and community.
2. The Voting Faculty (defined in Section B above) shall make and approve recommendations pertaining to:
 - a) Requirements for each degree or certificate program offered within the Department.
 - b) Curriculum and academic standards leading to all degrees and majors offered within the Department.
 - c) Content of the psychology curriculum.
3. The Voting Faculty is responsible for maintaining the high standards of the Faculty following the policies and procedures of the Department, including:
 - a) Recommendations and approval of appointments to the Faculty at the Instructor level or higher.
 - b) Recommendations for promotion and tenure.
 - c) Establishing the criteria to be used in the annual evaluations of teaching, research, and/or service.
4. The Voting Faculty is responsible for other matters of academic and administrative importance as specified in the Bylaws, including, but not restricted to academic and programmatic planning, planning and development of new degree programs, and development of departmental policies following established procedures as outlined in the Bylaws Appendices.

D. Teaching Schedules

1. The standard teaching load for tenured and tenure track faculty at the rank of Assistant, Associate and Full Professor will be two courses per fall and spring

semesters, subject to the approval and input by the Dean. Teaching load reductions or course buyouts must be approved by the department Chair. Alterations to the 40:40:20 balance of teaching, research, and service that result in a differentiated teaching load must be approved by the Department Chair and the Dean of the College.

2. The standard teaching load for Instructors and Senior Instructors will 4 courses per fall and spring semesters. Deviations to the standard must be approved by the Department Chair.
3. Course teaching assignments will be negotiated between the individual Faculty member and the Department Chair with the understanding that the curricular needs of the Department will sometimes prevail over individual Faculty preferences.

Reference:

1. Regent Law 5, Faculty: <http://www.cu.edu/regents/Laws/Article5.html>
2. Regent Law 4, Organization of the Academic Units, <http://www.cu.edu/regents/Laws/Article4.html#4>
3. System APS, Family Medical Leave for Faculty and Unclassified Staff, <http://www.cusys.edu/policies/Personnel/fmla.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>

III. DEPARTMENT ADMINISTRATION

A. Department Chair

1. Leader of the Department
 - a) The Chair has the responsibility for providing leadership toward the achievement of the highest possible level of excellence in the teaching, research, and service activities of the Department.
 - b) The Chair is expected to articulate the goals of the Department, both within the Department and to external groups, to articulate the Department's actions or requests in pursuit of these aims, and to maintain a climate that is hospitable to creativity, innovation, and productivity.
 - (i) The Chair has the responsibility to inform the Department of the stances and actions of the Dean and other administrators that might affect the Department.
 - (ii) The Faculty is responsible to inform the Chair of their stances and actions that might affect the Department.

- c) In the larger framework of the college, the Chair, as a Faculty member, has a special responsibility in representing the Department in areas of formulation of educational policy and academic ethics, as provided in article 4, Laws of the Regents, 1990.
- d) The Chair is ultimately responsible for the recruitment, selection, and evaluation of both the academic and the staff personnel of the Department.
 - (i) In consultation with colleagues, and in consonance with the appropriate departmental procedures, the Chair recommends appointments, promotion, merit increases, and terminations.
 - (ii) The Chair has the explicit responsibility to ensure that Faculty members are aware of the Department, College, and University criteria prescribed for appointment, reappointment, promotion, and tenure, and to make appraisals and recommendations in accordance with the procedures and principles stated in the Laws of the Regents.
 - (iii) In the course of recruitment of new appointees or in relation to salary increases or advancement of incumbents, the Chair shall make no formal commitment as to rank and salary until such action has received final approval of the appropriate administrative office.
 - (iv) The Chair has the responsibility to be familiar with the state personnel system, and to ensure that Faculty and Staff are aware of departmental expectations and of state personnel system criteria for appointment, reappointment, job classification, and promotion.
- e) The Chair should be receptive to questions, complaints, grievances, and suggestions from members of the Department, both academic and staff personnel, and from students. The Chair has the responsibility to take appropriate action as required.

2. Administrator of the Department

- a) As administrator of the Department, the Chair has responsibilities that include the following:
 - (i) Assignment of appropriate teaching and service responsibilities within the Department with the concept that teaching, research or creative scholarship, and service may differ from person to person, and from time to time in the career of an individual.
 - (ii) Preparation of the budget and administration of the financial affairs of the Department, mindful of annual allocations and in strict accordance with University policies and procedures.
 - (iii) General stewardship of all Department resources including, but not restricted to, instructional and staff personnel, budget, capital equipment, and access to and use of space.
 - (iv) Custody and authorization of use of University property charged to the Department, and assignment of departmental space and facilities to authorized activities in accordance with University policy and campus rules and regulations.

- (v) Preparation of the schedule of courses, and coordination of times and potential places for class meetings.
 - (vi) Arrangement and assignment of duties for student advising.
 - (vii) Coordination for training and supervision of teaching assistants in consultation with the graduate program director(s) and instructors of record.
 - (viii) Recommendation of sabbatical leaves and other leaves of absence to the Dean, and for ensuring that the scheduling of sabbaticals is consistent with Departmental needs.
 - (ix) Promptly reporting the resignation or death of any member of the Department, as well as circumstance that may lead to academic leave.
 - (x) Departmental observance of proper health and safety regulations, in coordination with laboratory coordinators and campus environmental health and safety officer.
 - (xi) Preparation and maintenance of records, personnel files, and other reports, cooperating with the appropriate staff member(s) and following University and College procedures.
 - (xii) Enforcing the "one-sixth" rule regarding additional remuneration for consultative services in accordance with the Laws of the Regents.
 - (xiii) Reporting to the Dean, or appropriate administrators — whenever a problem cannot be expeditiously resolved at the departmental level — any failure of an academic or staff member of the Department to carry out responsibilities, and recommendation of appropriate remedial and/or disciplinary action.
- b) Although duties can be delegated to others, the Chair is ultimately responsible for the aforementioned, although special assignments and additional duties may be added from time to time.
 - c) In the performance of the duties listed above, the Chair is expected to seek the advice of members of the Faculty in a systematic way, to provide for the conduct of Department affairs in an orderly manner through Department meetings and the appointment of appropriate committees, and to keep Department members informed of his/her actions in a timely manner.
 - (i) The Chair is also expected to seek student advice on matters of concern to students enrolled in Department programs.
 - (ii) An executive committee chosen in an appropriate manner may advise the Chair.

3. Appointment

- a) The appointment of a Chair should be based on the following criteria:
 - (i) Ability to provide administrative leadership in the effective functioning of the Department.

- (ii) Possession of personal skills to deal effectively with Faculty, administrators, staff, and students within the college and campus structure.
 - (iii) Possession of organizational skills.
 - (iv) Ability to provide intellectual leadership in the development of departmental Faculty and programs.
- b) Procedures
- (i) Prior to initiating search and nomination procedures for a Chair, the Faculty should meet with the Dean to discuss the needs and expectations of the Department as they relate to the appointment of a new Chair, the role of the Chair, and the type of search (i.e., internal or external) that will most likely assure that an appropriate candidate is recommended, and to discuss any budgetary considerations related to the search and appointment of a new Chair.
 - (ii) The Faculty of the Department in accordance with Department procedures will carry out a search and nominating process (see section VI. Faculty Hiring). The Faculty will subsequently submit its recommendation to the Dean.
 - (iii) If the Dean does not concur with the Faculty's recommendation, the Dean will meet with the Faculty to discuss his/her reasons for disagreement.
 - (iv) It will be the responsibility of the Dean to assure that the Department has followed recruitment and appointment procedures for the Chair that reflect the University's commitment to equal opportunity and affirmative action. In order to achieve this objective, efforts should be made by the Department and supported by the Dean to provide experience for all faculty members, including females and underrepresented minorities that will prepare them for these positions.
- c) Term of Appointment
- (i) The Chair is expected to be tenured in the Department.
 - (ii) Consistent with article 4, Laws of the Regents, 1990, the Chair will normally serve for four-year terms.
- d) Termination
- (i) By Regental policy all Chairs serve in their capacity at the will of the Dean and may be removed for any reason.
 - (ii) Termination of an appointment of a Chair prior to the expiration of a term of appointment may be recommended to the Dean by the Department Faculty; documented reasons for termination, including significant failures to carry out the roles enumerated above, should be presented to the Dean in any such recommendation.
 - (iii) Prior to terminating a sitting Chair, with or without a recommendation from the Department, the Dean will consult with

the Department Faculty, except in emergency circumstances, providing reasons for the action except in situations protected by confidentiality with respect to the Chair.

4. Evaluation

- a) All Chairs will be subject to a comprehensive performance evaluation at least once every four years. The evaluation will be conducted by the Dean of the college and the Department Faculty in accordance with procedures developed by the Department in consultation with the Dean.
- b) Formal input from other Department constituencies (i.e., staff) will be obtained as part of the evaluation process.
- c) Prior to recommending the reappointment of a Chair, a comprehensive performance evaluation will be conducted.

5. Compensation of the Chair is determined by the policies and procedures of the College and University.

B. Director of Undergraduate Studies

1. Duties of the Director

- a) The Director of Undergraduate Studies will guide long-term planning for the continued growth and development of undergraduate programs of excellence in Psychology.
 - ii. The Director will monitor trends in undergraduate education related to the department's teaching mission.
 - iii. The Director will develop plans for program growth considering various resource scenarios and advocate for required resources.
 - iv. The Director will facilitate the integration of the department's undergraduate teaching mission with educational programs and initiatives of the college, university, system and discipline.
- b) The Director of Undergraduate Studies will oversee the development of strategies to integrate outcomes assessment with program development.
 1. The Director will serve as the chair of the department's *Undergraduate Curriculum Committee* and *Undergraduate Outcomes Assessment Committee*.
 2. The Director will work with the faculty to identify areas of the curriculum for knowledge building and outcomes assessment activities.
 3. The Director will provide a yearly written report to the Chair describing strategies for "closing the loop" between outcomes assessment activities and course and program development.

- ii. The Director of Undergraduate Studies will advocate for programs and opportunities that strengthen undergraduate research and meet the experiential learning needs of undergraduate Psychology majors.
 - 1. The Director will promote the development of formal undergraduate research opportunities and programs.
 - 2. The Director will advocate for the integration of service learning opportunities into the undergraduate curriculum.
 - 3. The Director will collaborate with the Experiential Learning Center to ensure the development and maintenance of quality internship experiences for Psychology majors.
- iii. The Director of Undergraduate Studies will oversee pre-collegiate and undergraduate transition and matriculation programs.
 - 1. The Director will oversee University-sponsored pre-collegiate and outreach programs.
 - 2. The Director will develop strategies to track and facilitate retention of undergraduate Psychology majors.
 - 3. The Director will develop strategies to facilitate student access to advising, career development, and other student resources on campus.
- iv. The Director of Undergraduate Studies will support faculty development by providing opportunities and resources for improvements in undergraduate teaching.
 - 1. The Director will provide guidance to faculty in the development of the undergraduate portion of the teaching portfolio for tenure/promotion decisions.
 - 2. The Director will organize opportunities for Psychology-specific resource presentations related to the department's undergraduate teaching mission.
- v. Although the Director of Undergraduate Studies will rely on the individual talents and contributions of the faculty to support these initiatives, the Director is ultimately responsible for the aforementioned.
- vi. The Director of Undergraduate Studies reports directly to the Chair of the Department.
 - b. Appointment
 - i. The appointment of a Director of Undergraduate Studies should be based on the following criteria:

1. Ability to provide intellectual leadership in the development of undergraduate programs.
2. Possession of personal skills to deal effectively with faculty, administrators, staff, and students within the context of the Department's undergraduate teaching and research missions.
3. Possession of organizational skills.

ii. Procedures

1. When the position of Director of Undergraduate Studies is vacant, the members of the faculty may nominate a member of the regular faculty of the Department of Psychology to serve in this role. Self-nominations and recommendations of the Chair may also be considered.
2. The Faculty of the Department in accordance with Department procedures will vote to elect a new Director of Undergraduate Studies, subject to the approval of the chair.

iii. Term of Appointment

1. The Director of Undergraduate Studies is expected to be tenured in the Department.
2. The Director of Undergraduate Studies will normally serve for four years.
 - a. Appointments may be made occasionally for shorter or longer periods for specific reasons.
 - b. Under the circumstances when a sabbatical falls within the four-year term of a the Director, an acting Director will be appointed following the procedures outlined above for selecting and appointing a Director.
 - c. When a sabbatical leave interrupts the tenure of a Director, the Department can decide whether or not that year should count against the duration of the planned tenure on a case-by-case basis.
3. Reappointment of a Director to an additional term will be dependent on the outcome of a performance evaluation and the positive recommendation of the Department.
4. The Director will be appointed on a 12-month calendar, generally based on the academic year.

iv. Termination

1. The Director of Undergraduate Studies serves in their capacity at the will of the Chair and may be removed for any reason.

2. Termination of an appointment of a Director prior to the expiration of a term of appointment may be recommended to the Chair by the Department Faculty; documented reasons for termination, including significant failures to carry out the roles enumerated above, should be presented to the Chair in any such recommendation.
3. Prior to terminating a sitting Director, with or without a recommendation from the Department, and except in emergency circumstances, the Chair will consult with the Department Faculty, providing reasons for the action except in situations protected by confidentiality with respect to the Director.
 - c. Evaluation
 - i. The Director of Undergraduate Studies is an administrative position that is held in addition to an appointment as a regular member of the Department of Psychology faculty and, as such, is evaluated by the Chair of the Department of Psychology.
 - ii. Prior to recommending the reappointment of a Director of Undergraduate Studies to another term, a comprehensive performance evaluation will be conducted. Formal input from other Department constituents will be obtained as part of the evaluation process.
 - d. Compensation of the Director of Undergraduate Studies is negotiated between the incoming Director, the Chair of the Department and the Dean.

C. Director, Graduate Programs, Coordinator, Clinical Training

1. Duties of the Graduate Program Director

a. The Clinical Health Psychology PhD program is directed by the Program Director (PD) who provides overall program leadership internally and externally. Internally the PD oversees the program's curriculum, students' funding, budget matters, program policies and procedures, grievances, and accreditation requirements. The PD chairs monthly meetings of the program faculty and ensures that proper student progress and evaluation procedures are in place. The PD also provides higher level oversight of applied clinical training and is the representative for the program to clinical internship settings. Externally the PD represents the program in university affairs and professional leadership committees and represents the program to the greater professional world through membership in professional organizations and communications.

b. The Coordinator of Clinical Training (CCT), who reports to the Program Director, oversees all applied clinical training matters, including coordinating internal and external practica, overseeing students' clinical evaluations and supervisors' evaluations, tracking students' internship preparation and applications, and coordinating students' clinical professional development. The CCT may represent the program in university and professional committees related to the clinical training of students as agreed upon by the Program Director.

D. Staff and Student Employees

1. Solicitation of candidates for staff positions and staff hires will be made in conformance with university personnel hiring guidelines.
 - a) Within the Department, the Chair will work as needed with the faculty to establish a job description for any staff vacancies along with criteria for evaluating candidates.
 - b) The Chair will appoint and work with a departmental search committee to review, evaluate, and interview candidates.
 - c) Final recommendations for staff hires will be made by the Chair.
2. Solicitation of candidates for graduate student teaching hires will be made in conformance with the rules of the College and Graduate School.
 - a) Within the Department, the Director(s) of graduate programs will work as needed with the faculty to establish Department needs for Teaching Assistants and student Instructors.
 - b) The Graduate Program Director will work as needed with the Graduate Committee to review, rank, and hire candidates for graduate teaching positions.

Reference

1. Regent Law 4, Organization of Academic Units: 4.B.1, *Departments*, <http://www.cu.edu/regents/Laws/Article%204B.htm>
2. Regent Laws, Appendix B: *Roles and Responsibilities of Department Chairs*, <http://www.cu.edu/regents/Laws/AppendixB.html>

IV. DEPARTMENT DECISION MAKING

A. Process

1. The Department shall meet when called by the Chair, the Dean, the Provost or whenever 50% of more of the voting faculty request a meeting.
2. All items to be considered at a meeting shall be placed on an agenda, including the date, time, and location of the meeting, which shall be distributed to the Faculty at least one day prior to the meeting.
3. If urgent business should come before the Department during times other than the regular nine month academic year, the Chair shall be authorized to act for the Department with the following provisions:
 - a) The Chair makes a reasonable attempt via phone and/or email to contact all voting faculty and call for a meeting.

- b) If unable, after a reasonable attempt to contact or meet with the Faculty, the Chair shall inform all the Voting Faculty and all concerned parties via email within one week of such actions and provide a full justification for the action.

B. Faculty Meetings

1. Regularly scheduled Faculty meetings are arranged by the Chair, as needed and keeping in mind the schedules of the voting members of the Faculty. Minimally, they should be held monthly throughout the nine-month academic year.
2. Meetings are preceded by an agenda prepared by the Chair, who also presides at the meetings.
3. As a rule, meetings will follow the procedures outlined in the Bylaws Appendices and cover the following items of business:
 - a) Approval of minutes of the preceding meeting.
 - b) Announcement of informational items or administrative actions taken by the Chair since the previous meeting and report of items of specific interest to the Department as a whole.
 - c) Committee reports.
 - d) Old business as outlined in agenda.
 - e) New business.
 - f) Communications by members.
 - g) Adjournment.
4. Faculty attendance at meetings is expected of the Voting Faculty.
5. Normally, only Faculty present at a meeting will vote. Absentee ballots may be recorded when a member of the Faculty is unable to attend a meeting, provided the faculty member notifies the Chair in advance of the meeting.
6. A simple majority of voting Faculty (excluding Emeritus Faculty) constitutes a quorum, except in the case of RTP votes, in which a quorum consists of two thirds of the eligible voting faculty.
7. A simple majority vote of the quorum is required for making decisions and recommendations.
8. Any faculty member having a clear conflict of interest is obligated to abstain from voting.

9. The minutes, as amended and approved, constitute the official record of the meeting.
10. The Chairperson shall designate the Administrative Assistants or someone else to serve as secretary to all departmental meetings.
11. Email ballots, motions, and voting.
 - a) Email voting will normally be conducted for business that takes place between faculty meetings.
 - b) Ballots and motions can be made and voted on via email, an official communication method approved by the University.
 - c) Email motions and seconds should be addressed to all voting members in the same email.
 - d) Discussion should take place by responding to all in the address heading of the email.
 - e) The Chair will then email all voting members with the final wording of the motion and call for a vote.
 - f) To maintain confidentiality, voting emails should be sent only to the Chair and not by responding to all. The Chair will keep copies of all such email votes for at least six months in case a vote is contested.
 - g) A simple majority vote of the eligible Faculty is required for making decisions and recommendations.
 - h) The outcome of an email ballot will also be reported and recorded at the following Faculty meeting, where it will be recorded in the minutes.
 - i) If one or more of the Voting Faculty question an email vote, the Chair shall either provide satisfactory evidence of the email voting outcome, or call for another vote.

C. Committees

There shall be seven standing committees of the Department: the Undergraduate Curriculum Committee, the Graduate Programs Committee, the Undergraduate Outcomes Assessment Committee, the Graduate Outcomes Assessment Committee, the Awards Committee, the Merit Committee, and the Space Committee. Additional standing committees may be established by the Voting Faculty to aid in the execution of its academic and related responsibilities. The Chair may appoint ad hoc and functional committees as the need arises. The responsibilities, membership, and duration of these committees shall be established at the time of the announcement of their creation.

1. Committee Membership

- a) The Chair will apprise the Voting Faculty of committee positions at regularly scheduled meetings.
- b) Committee positions will be filled on a volunteer basis by Voting Faculty.

- c) With the exception of the Graduate Programs Committee, the Undergraduate Curriculum Committee, and the Undergraduate Outcomes Assessment Committee, committee members will elect a Chair at their first meeting of the academic year. Committee chairs will serve a one year term.

2. Function of Committees

- a) Committees will meet as needed to complete the tasks assigned to them.
- b) The committee Chair will provide updates and reports to the Faculty at regularly scheduled Department meetings.
- c) The committee Chair will submit committee recommendations for a vote of approval as needed to the Voting Faculty at regularly scheduled meetings.

D. Standing Committees

Standing committees will include, but not be limited to:

1. Undergraduate Curriculum Committee: Responsibilities will include, but not be limited to:
 - a) Curriculum oversight, including continuity among Psychology courses.
 - b) Reviewing and updating relevant departmental literature.
 - c) Updating and maintaining information regarding major and minor requirements.
 - d) Helping to establish course equivalencies for transfer students.
 - e) Reviewing and making recommendations regarding new courses, course changes, and course deletions.
 - f) Identifying gaps in curriculum.
 - g) Recommending curriculum change.
 - h) The committee will be comprised of at least 3 Faculty who will have 3 year terms.
 - i) Meetings will be held on an as-needed basis.
 - j) Under the circumstances in which a member cannot complete her/his term, the Chair will solicit a volunteer replacement from the Faculty.
2. Graduate Programs Committee: Responsibilities will include, but not be limited to:
 - a) Graduate curriculum oversight including continuity among graduate psychology courses.
 - b) Reviewing relevant program literature.
 - c) Addressing student and faculty concerns regarding graduate program and policies.

- d) Department liaison regarding the graduate programs (Master's in Clinical Psychology and PhD in Clinical Health Psychology).
 - e) Overseeing the establishment of graduate admissions standards.
 - f) Receiving, organizing, and screening applications from individuals applying to the graduate programs.
 - g) Screening applicants and arranging for prospective student interviews and student contact.
 - h) Making recommendations for admission of students to graduate programs.
 - i) Assigning financial aid packages in consultation with the Chair and instructors of record.
 - j) Overseeing the Clinical Health Psychology program's APA accreditation and re-accreditation process.
 - k) The committee will be comprised of faculty involved in graduate training.
 - l) The Chair of the Graduate Program Committee will be the Program Director of the Clinical Health Psychology PhD program.
 - m) Meetings will be held at least once a month and more often on an as-needed basis.
3. Undergraduate Outcomes Assessment Committee: Responsibilities will include, but not be limited to:
- a) Reviewing policies, guidelines, and supporting documentation related to undergraduate outcomes assessment in Psychology.
 - b) Consulting with institutional representatives on outcomes assessment on an as needed basis.
 - c) Collecting materials once each semester from relevant faculty; preparing annual outcomes reports for the undergraduate programs, to include informed recommendations.
 - d) Preparing outcomes reports for program review and accreditation.
 - e) Advising the Chair, the Graduate Program Director, and the Chair of the Curriculum Committee.
 - f) The committee will be comprised of at least three members of the Faculty who will serve 3 year terms.
 - g) Meetings will be held regularly.
 - h) Under the circumstances in which a member cannot complete her/his term, the Chair will solicit a volunteer replacement from the Faculty.
4. Graduate Outcomes Assessment Committee: Responsibilities will include, but not be limited to:
- a) Reviewing policies, guidelines, and supporting documentation related to graduate outcomes assessment in Psychology.
 - b) Consulting with institutional representatives on outcomes assessment on an as needed basis.

- c) Collecting materials once each semester from relevant faculty; preparing annual outcomes reports for the graduate programs, to include informed recommendations.
 - d) Preparing outcomes reports for program review and accreditation.
 - e) Advising the Chair, the Graduate Program Director, and the Chair of the Curriculum Committee.
 - f) The committee will be comprised of at least three members of the Faculty who will serve 3 year terms.
 - g) Meetings will be held regularly.
 - h) Under the circumstances in which a member cannot complete her/his term, the Chair will solicit a volunteer replacement from the Faculty.
5. Awards and Scholarship Committee: Responsibilities will include, but not be limited to:
- a) Oversight of Departmental Student Awards including the Nell Fahrion Award, the Samuel Priest Rose Scholarship, and the Psychology Faculty Undergraduate Research Fund.
 - b) Promoting awards and soliciting nominations and proposals.
 - c) Receiving, organizing, and screening nomination and proposal materials.
 - d) Submitting a list of ranked candidates to the Voting Faculty, Instructors and Senior Instructors for a final vote as needed.
 - e) The committee will be comprised of at least 3 Faculty members who will have 3 year terms.
 - f) The committee will meet as needed.
 - g) Under the circumstances in which a member cannot complete her/his term, the Chair will solicit a volunteer replacement from the Faculty.
6. Merit Committee: Responsibilities will include, but not be limited to:
- a) Reviewing policies, guidelines, and supporting documents for annual merit review.
 - b) Recommending changes to the merit point system as needed.
 - c) The committee will be comprised of at least 3 voting Faculty members who will have 3 year terms.
 - d) Meetings will occur on an as-needed basis.
 - e) Under the circumstances in which a member cannot complete her/his term, the Chair will solicit a volunteer replacement from the Faculty.
7. Space Committee: Responsibilities will include, but not be limited to:
- a) Developing and reviewing guiding principles for the allocation and utilization of departmental space.
 - b) Overseeing the allocation and efficient utilization of departmental classroom and laboratory space.
 - c) Maintaining a record of departmental space allocations.

- d) Overseeing the efficient utilization of common space in the Department (e.g. animal care facilities, core facilities, etc.).
- e) The committee will be comprised of at least 3 voting Faculty members who will have 3 year terms.
- f) Meetings will occur on an as-needed basis.
- g) Under the circumstances in which a member cannot complete her/his term, the Chair will solicit a volunteer replacement from the Faculty.

Reference

1. Regent Law 4, Organization of Academic Units: 4.B.1, Departments,
<http://www.cu.edu/regents/Laws/Article%204B.htm>
2. Regent Laws, Appendix B: Roles and Responsibilities of Department Chairs,
<http://www.cu.edu/regents/Laws/AppendixB.html>
3. Regent Law 10, Nondiscrimination,
<http://www.cu.edu/regents/Laws/Article10.html#10.A.1>
4. Regent Policy 10, Nondiscrimination, <http://www.cu.edu/regents/Policies/Policy10.html>
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>
7. Procurement Policies, <http://www.cu.edu/psc/policies/>
8. Employee Payroll Policies, <http://www.cu.edu/pbs/payroll/policies/>
9. Controller's Policies, http://www.cu.edu/System_Controller/pol-pro.htm
10. System APS, Propriety of Expenditures,
<http://www.cu.edu/policies/Fiscal/propexpend.htm>
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>

V. ANNUAL EVALUATION, RATINGS, MERIT REVIEWS, AND SALARY RECOMMENDATIONS

A. General Policy

1. It is the Department's policy to ensure that every employee enjoys a non-hostile work environment free of discrimination or harassment of any kind. The department will follow all university policies including immediate reporting of any discrimination or harassment.

B. Responsibility of individual faculty members.

1. At the start of their appointment, all tenure track Faculty will draft a Professional Plan according to the guidelines set forth by the College and the University and with the approval of Department Chair. (See Section VII E).

Professional Plans must be updated every five years and submitted as part of the documentation/dossier for annual merit reviews, as well as all promotion, tenure, and post-tenure reviews, and sabbatical applications.

2. Each spring the Faculty, in coordination with the Chair, will undertake the annual evaluation and merit rating process in conformance with the timelines set by the University, College, and Department Chair.
3. All Instructors, Senior Instructors, Clinical Faculty, Clinical Teaching Faculty, Program Directors, and tenured and tenure track Faculty will complete both the University FRPA and the Departmental Merit Evaluation forms according to the guidelines stipulated in each form (see Appendix).
4. Finished FRPAs, Merit Rating forms, and current Professional Plans (for tenured and tenure track Faculty) will be forwarded to the Chair on or before the designated deadline.
5. Each individual Faculty member undergoing evaluation will meet individually with the Chair to discuss and adjust as needed the Merit Rating form.

C. Responsibility of Chair.

1. Each spring the Chair will notify the faculty of the need to complete the annual evaluations at least one month prior to the deadline established by the University & the College.
2. The Chair will establish a deadline for submitting FRPA and Merit Rating forms to him/her that will allow ample time for departmental review prior to the deadline established by the College.
3. The Chair will meet individually with each Instructor, Senior Instructor, Clinical Faculty member, and Clinical Teaching Faculty member, Program Director, tenured and tenure-track Faculty member for the purpose of reviewing the Merit Rating form. During these meetings the Chair, working in collaboration with the Faculty member, will verify the accuracy of the ratings which will be used to set salary and rate their performance as either outstanding, exceeding expectations, meeting expectations, or below expectations.
4. The Chair will complete and sign the evaluation forms to be submitted to the College and secure the signature of the Faculty member on the forms.

D. Appeal Process.

1. Faculty maintain the right to appeal the Merit Evaluation submitted by the Chair.
2. Faculty should first appeal informally to the Chair by providing arguments and evidence in support of their case.
3. If not satisfactorily resolved at the departmental level, Faculty may pursue the appeal at each subsequent level through the Post Tenure Review Committee, the Dean, the Campus Academic Personnel Committee, and the Provost following the processes established in the College Bylaws and Campus policies.

E. Dealing with Below Expectations ratings.

1. A “Below Expectations” rating on the annual review triggers a full review process that must follow the guidelines as provided in the reference below.

<http://www.cudenver.edu/Who%20Am%20I/Faculty%20and%20Staff/Employee%20Organizations/FacultyAssembly/Pages/c3.aspx>

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/Policy4.html#4-B>
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>

VI. FACULTY HIRING

- A. Process for hiring a Clinical, Clinical Teaching Track Faculty member, tenured or tenure-track Assistant Professor, Associate Professor, or Full Professor:
 1. The Chair will form a search committee comprising no fewer than 4 members to include, at least:

- a) One member of the Faculty who holds a title above the rank at which the hire will be made.
 - b) One member of the Faculty who holds expertise in the hire area.
 - c) One Faculty member who is external to the Department.
2. The Department Chair will select a search committee chair from among the search committee members who holds a title in the Department at Associate level or above.
 3. Following solicitation and review of applicants, the search committee will submit a short list to the Department for a review and vote.
 4. Finalists for the position will be asked to interview on campus and present a job talk appropriate to the position.
 5. Selection, ranking and recommendation of candidates for appointment will be made by simple majority vote, for which the voting members will include:
 - a) Each member of the search committee.
 - b) The voting members of the Faculty.
 - c) The hiring authority will only vote in the event of a tie.
 6. The Chair will make a recommendation to the Dean, based upon the actions and recommendations of the search committee and the Faculty.
- B. The Role of the Search Committee. The Chair will charge the search committee to:
1. Adhere to all University, College, and Department hiring policies and procedures.
 2. Develop a job announcement for:
 - a) Approval by the Department, College, and University.
 - b) Publication nationally and internationally in print and on-line media.
 3. Solicit applications to ensure a qualified and representative pool of applicants; solicitations will include advertisements placed in outlets likely to be accessed by members of under-represented groups.
 4. Review applications and develop a long list of the top ranked, qualified candidates.
 5. Submit the list to the Department for review and discussion.

6. Based on Department input, develop a short list of interviewees for approval by the Department, Chair, and Dean.
 7. Organize and coordinate campus interviews
 8. Make recommendations for ranking to the voting members of the Faculty and Chair.
 9. Individuals not fully participating in the interview process should consider recusing themselves from the vote.
 10. The Chair will make a recommendation to the Dean, based upon the actions and recommendations of the search committee and the Faculty.
- C. Process for hiring Instructors and Senior Instructors.
1. The Chair will solicit candidates as needed for positions at the Instructor or Senior Instructor level.
 2. The Chair will distribute curriculum vitae and a history of teaching competencies to the Faculty.
 3. The Faculty will review and discuss the candidates' qualifications at a Department meeting.
 4. Finalists will be asked to interview & present a job talk appropriate to the position.
 5. Recommendations of candidates for appointment will be made by simple majority of the Voting Faculty.
 6. The Chair will make a recommendation to the Dean, based upon the recommendations of the Faculty.

Reference

1. System APS, Faculty Recruitment and Hiring.
<http://www.cusys.edu/policies/Personnel/facrecruit.html>
- VII. PRIMARY UNIT RETENTION, TENURE, AND PROMOTION (RTP)
 Procedures and criteria for promotion and tenure shall be consistent with the policies for promotion and tenure as set forth in the Laws of the Regents and the Primary Unit Criteria.

A. Process and Timeline

1. All tenured and tenure-track faculty seeking retention, tenure and/or promotion will be reviewed and evaluated at the Department level (hereafter referred to as the Primary Unit). These reviews take place as follows:
 - a) Comprehensive Review for Reappointment no later than the fourth year following the original appointment.
 - b) Tenure and Promotion to Associate Professor no later than three years following the comprehensive review.
 - c) Promotion to Professor at the discretion of the Faculty member in consultation with the Chair, and in accord with University policy, which requires Chancellor approval for any delay of the tenure clock.
2. Alterations to the standard timelines (e.g., early tenure & promotion or delaying the tenure clock) are at the discretion of the Faculty member in consultation with the department chair.
3. The Primary Unit review and evaluation process for all reappointments, tenure, and promotions begins early in the fall semester and must be completed by October 1 for Comprehensive Reviews, October 15 for tenure reviews, and November 1 for promotions to Full Professor.

B. Primary Unit Criteria

1. Criteria for reappointment and promotion are detailed in the department's Primary Unit Criteria document (see Appendix A).

C. RTP Committees

1. The Chair will work with the faculty undergoing review to select the Primary Unit committee members and the chair(s). The faculty member undergoing review may choose to have one 3 person committee undertake the review and evaluation of the entire teaching, research, and service record. Alternatively, the faculty member may choose to have three 2 person committees each assigned to review and evaluate either the teaching, research, or service record. Committees shall consist of all voting members of the faculty in the Department on regular appointments above the rank of the candidate.

D. External Reviewers

External peer reviewers for all RTP cases will be identified through suggestions by the candidate as well as independent suggestions by the Primary Unit and Department Chair. The Department Chair will contact individuals selected as external reviewers. A minimum of three external reviews shall be obtained for comprehensive review, a minimum of six for tenure and full professor

promotions. No more than one third of the reviewers may be those identified by the candidate. These reviews will be maintained in confidential files.

E. RTP Procedures

1. At least one month prior to a vote on a candidate, the Primary Unit committee(s) will begin to thoroughly investigate the candidate's credentials concerning research productivity and impact, teaching, service, and other contributions. This includes, but is not limited to, soliciting feedback from students, Faculty and administrative staff, interviewing the candidate, reading the candidate's published and unpublished research, reviewing teaching quality indices, and visiting the candidate's classes. The committee(s) shall prepare a written summary of the candidate's record in teaching, research, and service, specifically addressing each of the Primary unit criteria (see Appendix). The candidate shall review a draft of the written summary (except for confidential material such as external reviewers' comments) for clarification and consistency. If the candidate and the subcommittee do not agree on the content of the written summary, the candidate shall be given a week to respond with a written statement and may include a rejoinder letter with the dossier.
2. The candidate's vita and complete dossier including Primary Unit and external review letters, curriculum vita, teaching, research, and service statements, FCQs, published work, and any other supplemental materials will be made available by the Department Chair to all Faculty members eligible to vote for the candidate's retention, promotion, and/or tenure at least two weeks prior to the meeting for a vote on the candidate.
3. Eligible members of the Voting Faculty shall meet to review, discuss, and vote on the candidate. A quorum shall consist of two-thirds of all members of the eligible Voting Faculty. Faculty who are on sabbatical leave, transitional appointment, or leave of absence will not count against the quorum.
4. Prior to the Faculty vote, the Primary Unit committee(s) shall present oral summaries of the candidate's record and will also serve as "resource persons" who can present additional information and/or answer questions about the candidate's credentials.
5. All voting shall be done by secret ballot; ballots for a candidate will not be counted until the discussion and votes for all candidates have been completed.
6. Eligible voting Faculty members who have reviewed the dossier and written summary of the primary unit committee(s) may give their proxy votes (in writing) to the Department Chair. Proxy votes must be turned in prior to the scheduled meeting.

7. The Chair will prepare a written report of Primary Unit committee(s) findings, including majority and minority opinions and a vote summary, and deliver a copy of the report to the candidate and to the CLAS Dean's Office.
8. Processes for reappointment and promotion of clinical and clinical teaching track faculty will follow similar procedures, with notable exceptions to be found in the CLAS CTT policies and in the appended Psychology CTT Primary Unit Criteria (see Appendix B).

F. Professional Plans

1. All tenured and tenure track Faculty will develop a Professional Plan outlining a five year program of goals and anticipated accomplishments in teaching, research, and service.
2. The Chair reviews each Faculty member's Professional Plan sustainability and consistency with departmental criteria and goals. The Chair must approve each Faculty member's plan. If the faculty member and chair cannot agree about the plan, or the chair will not approve the plan for any reason, the chair will seek guidance from the CLAS Dean.
3. Professional Plans become a part of each Faculty member's dossier for annual review, reappointment, tenure, promotion, post-tenure review, and sabbatical applications.
4. Professional Plans must be revised and approved every five years.
5. Should circumstances arise requiring a substantial revision to a Faculty member's goals as stated in a current Professional Plan, the Faculty member should work with the Chair to effect and approve changes.

The professional plan template and the proposal for sabbatical can be found at <http://www.cudenver.edu/Administration/Office%20of%20the%20Provost/FacultyAffairs/Pages/FacultyAffairs.aspx>

G. Post Tenure Review

1. After the award of tenure, a comprehensive performance evaluation shall be conducted every five years.
2. The faculty member undergoing Post Tenure Review shall submit a dossier containing a current vita, teaching evaluation summaries for the prior five year period, a current Professional Plan and a new Professional Plan, as well as a summary of the last five year's accomplishments in teaching, research, and service, and the FCQs for the previous five year period.

3. The Chair shall review the dossier, write an evaluation of the candidate's accomplishments, and submit both to the CLAS Dean's office.

Reference

1. Regent Laws, Appendix A: The Standards, Processes, and Procedures Document, <http://www.cu.edu/regents/Laws/AppendixA.html>
2. Regent Laws, Article 5:B Faculty Appointment & Evaluation <https://www.cu.edu/regents/Laws/Articles5B.htm>
3. System APS, Procedures for Written Standards and Criteria for Pre-Tenure Faculty, <http://www.cusys.edu/policies/Personnel/critpreten.html>
4. System APS, The Professional Plan for Faculty, <http://www.cusys.edu/policies/Personnel/plan.html>
5. System APS, Differentiated Annual Workloads for Faculty, <http://www.cu.edu/policies/Personnel/annworkloads.html>
6. System APS, Multiple Means of Teaching Evaluation, <http://www.cusys.edu/policies/Personnel/teacheval.html>
7. Regent Policy 4.B: Faculty-Course Evaluation, <http://www.cu.edu/regents/Policies/Policy4.html#4-B>
8. System APS, Post-tenure Review Policy, <http://www.cusys.edu/policies/Personnel/posttenure.html>

VIII. SABBATICALS

A. Eligibility.

1. A tenured Faculty member shall become eligible for a sabbatical assignment after six years of full-time service to the university.
2. A sabbatical assignment, which must be approved by the Board of Regents, is granted for the advancement of the university, subject to the availability of resources. A sabbatical assignment shall not be granted any more than once every seven years.

B. Process and Timelines.

1. An eligible Faculty member must submit a sabbatical proposal in the January prior to the academic year in which the leave is requested. The sabbatical proposal includes the faculty member's planned sabbatical activities, a curriculum vitae, and a report of accomplishments from the most recent sabbatical.
2. Unless the Dean has determined otherwise, faculty have the option of applying for one semester at full pay or a full year at half pay leave. The sabbatical application form may be obtained from the College.

C. Approval Process.

1. The Department Chair approves the sabbatical request, and writes a letter to approve each sabbatical request.
2. The application is then forwarded to the College for approval. From that point the application proceeds all the way to the Board of Regent's for final approval.

D. Departmental Priorities and Deferring Sabbaticals

1. In the case where multiple Faculty members wish to apply for sabbatical in the same semester or year, the Chair will work with each Faculty member to determine how best to schedule sabbaticals to serve the needs of both the Department and the sabbatical applicants.
2. Deferring sabbaticals. In the event that a Faculty member does not wish to take a sabbatical during the year he/she becomes eligible, a formal request for deferment must be submitted to the College.

E. Sabbatical Reports

1. Upon returning from sabbatical, the Faculty member must prepare a summary report of work accomplished during the leave.
2. This report, along with the original sabbatical plan and documents demonstrating sabbatical accomplishments will be submitted to the College. Failure to file this report results in the loss of eligibility for future sabbatical assignments.

Reference

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

IX. OTHER POLICIES

Many Departmental policies are dynamic and can be expected to change over time. These include, but are not restricted to, policies governing: reappointment, tenure, and promotion; merit evaluation and standards; service expectations; curriculum and degree requirements; assessment; awards; access; grievances; syllabus; academic dishonesty. With that in mind, current and dated copies of all Department policies will be maintained as appendices to the bylaws.

X. APPROVAL OF BYLAWS

- A. A complete draft of new Departmental Bylaws must be submitted to the Faculty for review and feedback at least 3 weeks prior to a vote to approve.
- B. Faculty will have 2 weeks to recommend revisions to the draft.
- C. Any changes to the original draft will then be resubmitted to the Faculty for review at least 1 week prior to a vote to approve.
- D. A 2/3 majority of the Voting Faculty of the Department will be required for adoption of new bylaws.

Reference

Regent Law 4, Organization of Academic Units: 4.B.1(C), *Departments*, <http://www.cu.edu/regents/Laws/Article%204B.htm>

XI. AMENDMENTS TO THE BYLAWS

- A. Department Bylaws should undergo regular review at least once every 3 years by either the Faculty as a whole or an ad hoc committee called for by the Chair.
- B. The Department Bylaws may be amended at a Department meeting.
- C. Amendments must take the form of a notice of action submitted to the Voting Faculty at least two weeks prior to the call for a vote.
- D. Amendments to the Bylaws may be initiated by any regular member.
 - 1. A 2/3 majority of the voting faculty of the Department will be required to amend.
 - 2. Mail or email ballots will be supplied to all absent regular voting members.
- E. Where provisions of the Bylaws are in conflict with previously adopted Department rules, the provisions of these Bylaws shall prevail.

Reference

Regent Law 4, Organization of Academic Units: 4.B.1(C), *Departments*, <http://www.cu.edu/regents/Laws/Article%204B.htm>

Appendices

APPENDICES

- A. Appendices will include all policies and procedures that change frequently, do not require inclusion in the Bylaws, or are not currently developed enough to include in the Bylaws.

[**N.B.** (1) These are suggested additional documents that should be part of each department's operating documents. (2) Departments 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 Department bylaws, but a copy of the Department bylaws and these documents should be physically co-located in the Department office and available for review. (4) Each registered declared major student should receive a copy of the documents relevant to that student's program. (5) Each Faculty member should receive a copy of the Department bylaws and all Faculty evaluation documents relevant to the Faculty member.]

Student Information

Undergraduate Degree Program Admission Criteria and Standards (if applicable)

Undergraduate Student Handbook(s) (if applicable)

Undergraduate Program Degree Requirements (if applicable)

Graduate Degree Program Admissions Criteria and Standards (if applicable)

Graduate Student Handbook(s) (if applicable)

Thesis Requirements and Standards (if applicable)

Graduate Program Degree Requirements (if applicable)

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

Faculty Information

Written Standards for Pre-Tenure Faculty

General Standards for Reappointment, Tenure, and Promotion

Merit Evaluation Criteria and Standards

Criteria and Standards for Appointment and Evaluation of Lecturers

Post-Tenure Review Criteria and Standards

Modified Parliamentary Procedures for Department Meetings