

COLLEGE OF LIBERAL ARTS & SCIENCES BYLAWS
With minor revisions approved by CLAS Council in May 2019

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COLLEGE OF LIBERAL ARTS & SCIENCES PREAMBLE

These Bylaws are established by the rostered faculty of the College of Liberal Arts and Sciences (CLAS) 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 Laws of the Board of Regents of the University of Colorado. See <http://www.cusys.edu/regents/Laws>. Further, these Bylaws are in accordance with the Administrative Policy Statements (see <http://www.cu.edu/ope/policy/aps-az>) and the CU Denver policy statements (http://www.ucdenver.edu/faculty_staff/employees/policies/Pages/default.aspx). Additional CLAS policies can be found at <http://www.ucdenver.edu/academics/colleges/CLAS/faculty-staff/policies/Pages/policies.aspx>.

ARTICLE I – Definitions

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

1. The College

The College of the 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, CLAS Council, 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 Regents' Policy 5L (<http://www.cu.edu/regents/Policies/Policy5L.htm>). Hereafter, the term "faculty" refers to faculty within the College of Liberal Arts and Sciences.

Rostered faculty refers to such faculty positions eligible to participate in college governance and/or serve on college committees and are defined below:

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.

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.

c) Non-Rostered Faculty

Research Faculty, Lecturers, Teaching Assistants, Research Assistants, and Associates, Adjoint, and Adjunct Faculty, as well as Visiting Professors do not serve on college committees, do not have 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. Staff:

University and classified staff 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 rostered faculty to committee membership, each tenured and tenure-track faculty member 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 rostered faculty to committee membership, rostered non-tenure-track faculty as defined above are entitled to one vote.

7. The CLAS Council:

The CLAS Council is the major deliberative and legislative body of the College and consists 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 as well as 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 are the following departments: Anthropology, Biology, Chemistry, Communication, Economics, English, Geography and Environmental Sciences, Health and Behavioral Sciences, History, Mathematical and Statistical Sciences, Modern Languages, Philosophy, Physics, Political Science, Psychology, and Sociology. Departments are assigned divisions as defined below.

Within the College are the following interdisciplinary programs: Chinese Studies; Ethnic Studies; Health Humanities; Humanities and Social Sciences; Integrated Sciences; International Studies; Law Studies; Math, Science, Learning, and Education; Religious Studies; Social Justice; Sustainability; and Women's and Gender Studies. Programs are not assigned to divisions and are not individually represented on standing committees. Faculty in programs may run for election to standing committees as either representatives of their primary department or as an at-large member. However, all program directors are eligible to serve on the Interdisciplinary Studies Council and that Council shall have one representative on the CLAS Council.

10. Members of More than One Constituency, Department, or Program:

Any person formally assigned simultaneously to more than one constituency, department, or discipline. When the assignment of such a person is at least 51 percent in one constituency, department, or program, the person shall be considered a primary member of that particular constituency, department, or program. When a person's assignment is less than 51 percent in any one constituency, the person shall be affiliated with said constituency, department, or program but will be represented by the group in which she/he has primary membership.

11. Divisions:

For the purposes of the Bylaws and representation on CLAS committees, the departments are divided into 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, Political Science, and Sociology). Programs are not assigned divisions.

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. Administration

a) The Dean of the College of Liberal Arts and Sciences:

See Regents Law Article 4.A.2 (<https://www.cu.edu/regents/laws-and-policies/regent-laws/article-4-organization-academic-units>), which sets forth the roles and responsibilities of the Dean.

b) 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. Although rostered faculty, associate deans are not eligible to stand for election as faculty representatives to college committees but may vote as rostered faculty members.

14. Department Chairs

The chairs of all recognized departments in the College of Liberal Arts and Sciences. See Regents' Law Appendix B (<https://www.cu.edu/regents/appendix-b-roles-and-responsibilities-department-chairs>), which sets forth the roles and responsibilities of the department chairs. Chairs are appointed by and serve at the will of the Dean.

15. Program Directors:

Program Directors of all recognized programs in the College of Liberal Arts and Sciences are appointed by and serve at the will of the Dean. Duties shall be assigned by the Dean.

16. Councils:

Non-elected councils include Diversity and Interdisciplinary. Representation shall include rostered and/or non-rostered faculty of any title as well as staff and administration.

ARTICLE II – 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 coordination, curriculum, strategic planning, and such other matters as may properly come before it.

Suggested policies sent to the Dean by other committees of the College or by the administration of the College 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.

- b) The Council of Chairs will elect from among the chairs and program directors the chairs' representatives to the College Budget and Planning Committee.
- c) 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. Representatives from the Council shall meet with the Dean 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 III – The CLAS Council

1. Role:

There shall be a CLAS Council as the major deliberate 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 Sciences' policies and practices within the Council's purview. The CLAS Council may initiate review of the 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. Should any standing committee be unable to reach a resolution within that body, the CLAS Council shall hear the matter and vote on a resolution.

3. Representation on CLAS Council:

- a) The CLAS Council shall have one rostered representative from each department plus one rostered faculty representative from the Interdisciplinary Studies Council.
- b) Rostered non-tenure track faculty members serving as representatives to the CLAS Council must have service as part of their contract, and being a representative on the CLAS Council count as part of that service.
- c) Rostered faculty representatives will be the voting members of the CLAS Council.
- d) The Dean and/or appointed representatives from the Dean's Office shall be a non-voting member of the CLAS Council.
- e) The Dean's office shall provide a non-voting staff person to attend meetings, take CLAS Council minutes, and assist with record keeping. The staff person may be asked to perform additional services as needed and as that person's time allows.

4. Qualifications of Representatives/Seat Vacancies

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 constituency will be asked to select a replacement.

5. 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 elected rostered faculty member will serve for a two-year term, provided service is included in his/her contract for each year. Faculty will serve no more than two consecutive two-year terms, with an unlimited non-consecutive terms allowed. Two exceptions are made. First, in the event of a small constituency, representatives may serve additional consecutive terms with the approval of the Council. Second, in the event that a faculty member moves into the position of chair of the Council, then this rule does not apply and the guidelines below under "elected officers" should be followed.

6. Elections of Representatives

- a) Representatives to fill vacancies for the upcoming academic year will be selected by their departments or constituencies by August.
- b) The method for selection shall be determined and administered by 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 constituency. The definition of regular attendance will be determined by the CLAS Council.

7. Elected Officers

- a) No later than the final spring semester meeting at the end of a chair's term, the CLAS Council shall elect from among its rostered faculty members a chair. The chair will serve for a two-year term, with the possibility of one additional two year term extension by a majority vote of the Council.
- b) The duties of the chair shall be:
 - (i) to preside over meetings of the CLAS Council;
 - (ii) to chair the Executive Committee of the CLAS Council (as defined below);
 - (iii) to assemble the agenda for all meetings in consultation with the Executive Committee, the Council, and the Dean's Office;
 - (iv) to meet monthly with the Dean or their delegate;
 - (v) to prepare annual merit letters for CLAS Council members whose participation warrants it and who request it;
 - (vi) to liaise as needed with the other faculty governance bodies on campus and in the University system;
 - (vii) to facilitate transparency of the Council's discussions, deliberations, and decisions by ensuring that meeting agendas and meeting minutes are posted to the CLAS Council website soon after each meeting is held, and by encouraging Council to approve for web posting any other documents produced by the Council wherever appropriate; and,
 - (viii) to perform such other duties as the CLAS Council may prescribe or as requested from various constituencies.
- c) An incoming chair will receive a one-time course release during the two-year term (or other equivalent negotiated compensation), pending approval in each instance from the Dean and pending consultation with the candidate's primary unit chair.

8. Meetings

- a) The CLAS Council shall hold regular sessions at least once each month, except during June, July, August, and sometimes January depending on the academic calendar. 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).
- 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. Voting shall be done by those members present (including by proxy). The Chair of CLAS Council shall only vote in the event of a tie. 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, members of the administration, and staff 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.

9. Minutes

Under the direction of the chair and staff person, minutes of each CLAS Council meeting shall be prepared and distributed to the members. Permanent files shall be kept by the Dean's Office and the Chair of the CLAS Council, who will pass them on to the succeeding chair.

10. 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, according to the procedures specified 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 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 below.

c) Procedure

- i. 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.
- ii. 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.
- iii. 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 IV – 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 of the CLAS Council plus four rostered faculty members of the CLAS Council representing the four divisions and elected by the members of their division serving on the CLAS Council. Of the five, at least one member must be tenured or tenure track and one member must be non-tenure track faculty. If these minimums are not met, the committee shall select one additional voting member to meet the minimum.

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 five 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 V – CLAS Standing Committees: General Functions and Procedures

1. 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 V, 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. All standing committees are encouraged to draft operating codes for consistency as membership changes. Operating codes do not need CLAS Council approval.

2. Title B. Establishment of Standing Committees

a) Eligibility

All tenured and tenure-track faculty and all rostered non-tenure track faculty with a service component in their contract shall be eligible for membership on a standing college committee. Student seats, where provided, shall be selected by the staff, faculty, or dean's office representative on that committee. Students are encouraged to volunteer for these seats. The Dean, and/or a designee of the Dean, shall be a nonvoting member of all committees.

b) Chairpersons

- i. A rostered faculty chairperson of each standing committee shall, except as otherwise specified in these Bylaws, be elected from among the voting members of the committee no later than the first meeting of the fall semester.
- ii. The term of office for committee chairpersons shall be one year beginning on the date of the first meeting of the fall semester, unless otherwise specified in these bylaws.
- iii. Committee chairpersons shall normally vote only in the event of a tie. If a quorum should be difficult to achieve the chair may vote in these limited circumstances for no more than two meetings.

c) Term of Office and Vacancies

- i. The term of office of rostered 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.
- ii. The term of office of student members shall be one year, beginning at the first meeting of the fall

semester following their election or appointment. A student member may be re-appointed for no more than two terms.

- iii. 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 elections 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 assignment shall be sought by the chair through the appropriate Associate Dean.
 - iv. An Associate Dean will conduct elections for Standing Committee positions and other shared governance positions and will coordinate filling vacancies in cooperation with the CLAS Council.
- d) Selection of Standing Committee Members (and CLAS Representatives to Faculty Assembly)
- i. In the spring of each year but no later than mid-April, the appropriate associate dean 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.
 - ii. Each eligible constituent shall submit nominees for the standing committees to the appropriate associate dean and/or the CLAS Council staff person to establish a full slate of candidates.
 - iii. The CLAS Council staff person working in conjunction with an associate dean shall publicize the slate through email to inform members of constituencies of all nominees.
 - iv. The CLAS staff person or the associate dean 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 elections no later than May 1.
 - v. CLAS representatives to the campus Faculty Assembly will be nominated and elected concurrently and according to the procedures outlined above.
 - vi. The results of the College vote will be forwarded to the Executive Committee of CLAS Council no later than May 15 of each year.
- e) Procedures of Standing Committees
- i. 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.
 - ii. 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.
 - iii. 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.
 - iv. 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.

3. 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 as needed to fill vacancies between election cycles.

4. Title D. Composition and Functions of Standing Committees (Non-Personnel)

Academic Ethics Committee

i. Composition:

- five voting rostered faculty members (one from each division plus one at large)
- two voting students
- one non-voting staff liaison from the Advising Staff
- one non-voting representative of 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 elections 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.

ii. Procedures:

- At or before the first meeting of the fall semester a chairperson shall be elected from among the rostered faculty 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.
- The appointed CLAS advisor shall serve as a coordinator for the committee and liaison between the affected students and the committee.
- A committee quorum shall consist of at least half of the voting members of the committee. The chairperson should vote only in the event of tie. The chair or a committee member may request that a vote be taken by secret ballot when deemed desirable to do so.

iii. Functions:

- 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" available at <http://www.ucdenver.edu/academics/colleges/CLAS/faculty-staff/policies/HandlingAcademicDishonesty/Pages/default.aspx>.
- 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.
- In the event that a Campus or System-wide ethics adjudication board is created, this standing committee will become an ad hoc committee.

Academic Standards Committee

i. Composition:

- five voting faculty members (one from each division plus one at large)
- two voting students
- one non-voting staff liaison from the Advising Staff

- one non-voting representative of 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 elections 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.

ii. Procedures:

- At or before the first meeting of the fall semester a chairperson shall be elected from among the rostered faculty 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.
- The appointed CLAS advisor shall serve as a coordinator for the committee and liaison between any affected students and the committee.
- A committee quorum shall consist of at least half of the voting members of the committee. The chair shall vote only in the event of tie. The chair or a committee member may request that a vote be taken by secret ballot when deemed desirable to do so.

iii. Functions:

- To review, hear, and decide upon student petitions including but not limited to these: waiver of or exception to College policies or requirements, grade appeals, retroactive add or withdrawal petitions, and course substitutions.
- To act as an appellate body for petitions denied by the associate or assistant dean such as late add or late withdrawal petitions.
- To review, when needed or requested, academic standards and requirements, including but not limited to those concerning admissions, retention, academic progress, and graduation.
- To select the Outstanding Undergraduate Graduating Senior for the college, to select the Outstanding Graduating Graduate Student, and to establish criteria for these particular awards consistent with the policies of the College of Liberal Arts and Sciences.

Budget and Planning Committee

i. Composition:

- four voting rostered faculty members who are not Chairs of departments or Program Directors (one from each division)
- four voting department Chairs or Program Directors (one from each division elected by the department Chairs and Program Directors)
- three voting CLAS members of the campus Budget and Planning Committee
- one non-voting staff person with budgetary experience from the Dean’s office
- one non-voting representative of 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 elections 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.

ii. Procedures:

- At or before the first meeting of the fall semester a chairperson shall be elected from among the voting faculty 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.

- A committee quorum shall consist of at least half of the voting members of the committee. The chairperson should vote only in the event of tie. The chair or a committee member may request that a vote be taken by secret ballot when deemed desirable to do so.
 - 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.
- iii. Functions:
- 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.
 - To consult with the Dean in preparing the CLAS budget proposal.
 - To assist in the development and prioritization of the faculty hiring plan.
 - To examine the distribution of college funds to departments and consult in determining the internal allocation of resources within the college.
 - To review and evaluate the resource implications of new program proposals and program discontinuance.
 - To participate in the strategic and budgetary planning for the College.
 - To review, evaluate, and convey the will of the faculty concerning budget cuts affecting the college.

Educational Policies and Curriculum Committee

- i. Composition:
- five voting rostered faculty members (one from each division plus two at large)
 - two voting students (one undergraduate and one graduate student)
 - one non-voting staff liaison from the Advising Staff
 - one non-voting representative of 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 elections 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.

- ii. Procedures:
- At or before the first meeting of the fall semester a chairperson shall be elected from among the rostered faculty 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
 - A committee quorum shall consist of at least half of the voting members of the committee. The chairperson should vote only in the event of tie. The chair or a committee member may request that a vote be taken by secret ballot when deemed desirable to do so.
- iii. Functions:
- To develop, review, and recommend to the CLAS Council and/or the dean college-wide educational and curriculum policies.
 - To review proposals at both the undergraduate and graduate levels for catalog 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.

- To review proposals at both the undergraduate and graduate levels for new courses, degrees, majors/minors, certificate programs, tracks, or other academic programs, paying particular attention to avoid duplication and overlap with other departments and programs.
- To review proposals for the discontinuance of degrees, majors/minors, certificate programs, tracks, or other academic programs.

Informational Technology Committee

i. Composition:

- five voting rostered faculty members (one from each division plus one at large)
- one voting student
- one non-voting staff representative with IT expertise
- one non-voting representative of 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 elections 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.

ii. Procedures:

- At or before the first meeting of the fall semester a chairperson shall be elected from among the rostered faculty 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.
- A committee quorum shall consist of at least half of the voting members of the committee. The chairperson should vote only in the event of tie. The chair or a committee member may request that a vote be taken by secret ballot when deemed desirable to do so.

iii. Functions:

- To monitor actions of and to liaison with campus and system IT offices and to represent the college concerns to those offices.
- To advise the college regarding IT needs.
- To advise the college regarding the college computer labs.
- To respond to other IT needs as they arise.

ARTICLE VI – Faculty Personnel Standing Committees

Dean's Advisory Committee for Non-Tenure Track Faculty Personnel Decisions ~~(A)~~

i. Composition:

- two tenured or tenure track faculty members
- two Clinical Track Faculty (CTT)
- two non-tenure track but non-CTT faculty with service in their contract
- Each shall be elected for a two-year term by their relevant peers--TTF elect TTF positions, CTT

elect CTT positions, and NTTF/non-CTT elect those positions. 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 elections 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.

ii. Procedures:

- A committee quorum shall consist of at least half of the voting members of the committee.
- The chair or a committee member may request that a vote be taken by secret ballot when deemed desirable to do so.
- 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.

iii. Functions:

- To advise the Dean on first-level review for appointment, reappointment, promotion, and new hires of CTT 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 CTT policy, “Requirements for Appointment, Reappointment, and Promotion for Clinical Teaching Track (CTT) Faculty”; and the Laws of the Regents, and to recommend a course of action to the Dean.
- To advise the Dean on first-level review for appointment and reappointment of non-TTF multiyear contracts, ensuring that the qualifications and performance of such faculty are consistent with those set out in any primary unit criteria, the CLAS NTTF multiyear contract policy; the Law of the Regents, APS 5053, the CU Denver Campus policy (“Multi-year Contracts for Non-Tenure Track Faculty”), and to recommend a course of action to the Dean.

The Dean's Advisory Committee for Faculty Personnel Decisions (DAC-TTF)

The Dean's Advisory Committee for Tenure-Track Faculty Personnel Decisions shall advise the Dean and the faculty on appropriate procedures for acting upon reappointment, tenure and promotion (RTP) 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.

i. Composition:

- 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 elections 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.

ii. Procedures:

- A committee quorum shall consist of at least half of the voting members of the committee.
- The chair or a committee member may request that a vote be taken by secret ballot when deemed desirable to do so.

- 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.
- iii. Functions:
- To advise the Dean of faculty personnel recommendations and such other matters as the Dean may submit to it.
 - 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.
 - To consider the qualifications of faculty seeking adjunct faculty appointments and recommend a course of action to the Dean.
 - To review faculty proposals for sabbatical assignment and recommend a course of action to the Dean.
 - To serve as a College level review committee for faculty grievances or appeals pertaining to merit reviews, salary, or matters of faculty misconduct.

Post-Tenure Review Committee

The University of Colorado System Administrative Policy Statement 1022 (<http://www.cu.edu/ope/policy/aps-1022-standards-processes-and-procedures-comprehensive-review-tenure-and-promotion>) describes the Post-Tenure Review (PTR) requirements of the system. The CLAS PTR Policy explains the process within CLAS. 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.

The CLAS PTR (CPTR) committee is the adjudicating body for all PTR cases in the College.

- i. Composition:
- six voting tenured faculty members (one from each division plus two at large)
 - 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 elections 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.

- i. Procedures:
- A committee quorum shall consist of at least half of the voting members of the committee.
 - The chair or a committee member may request that a vote be taken by secret ballot when deemed desirable to do so.
 - 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.
- ii. Functions:

- For the faculty member under review, to conduct a PTR in compliance with the System APS 1022 and in compliance with any CU Denver campus and CLAS policies.
- 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.
- To allocate PTR Development Grants according to college policy.
- At the request of the Dean or the primary unit, to review a primary unit's criteria for annual merit review and its definitions of the five rating categories. 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.

ARTICLE VII – Faculty Organization and Personnel Procedures

Title A. Faculty Organization for Instructional Purposes

a) Departments:

- i. Organization
 - Departments shall be organized on the basis of single specific discipline or groups of closely allied disciplines.
- ii. Department Membership
 - The membership of each department shall consist of those faculty assigned to it by the Dean.
- iii. Department Chair
 - Each department shall have a chairperson who shall be appointed by the Dean, upon nominations by the rostered faculty in the department, subject to approval by the Chancellor.
- iv. 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.
- v. 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.

b) Programs:

- i. Organization
 - Programs shall be organized around the interdisciplinary study, research, and teaching of a topic or closely allied topics
- ii. Membership
 - Membership of the program may be either as a primary appointment or as an affiliation. Primary membership of each program shall consist of those faculty assigned to it by the Dean. Affiliation

of a faculty member who has a primary unit elsewhere shall be voluntary on the part of the faculty member.

iii. Program Director

- Each program shall have a director who shall be appointed by the Dean, upon consultation with the primary and affiliated faculty of the program.

iv. Responsibility for Educational Programs

- Each program shall have the responsibility for maintaining the educational program within its jurisdiction. The program director as well as the primary and affiliated faculty collectively shall decide upon procedures for discharging this responsibility.

v. Program Bylaws

- Programs may establish their own Bylaws or Standing Rules. Programs serving as the primary affiliation of tenured or tenure track faculty must establish their own Bylaws. Such bylaws will provide for salary increment determination and personnel procedures and will outline the working structure and rules of the program for the primary members. Program 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. Program Bylaws must be approved by the Dean and Provost.

c) Hiring 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 Tenure-Track 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.

d) Unit Bylaws and Personnel Procedures

Departments and Programs may establish bylaws that supplement personnel procedures provided that these unit bylaws are consistent with these CLAS Bylaws, CLAS policies, as well as the relevant Laws of the Regents, APS, as well as Campus policies.

Title B. Grievances

Internal and local resolution of conflict and grievances for faculty, staff, and administration is encouraged; however, formal grievance options exist depending on the cause of conflict and concern.

a) University and System Support and Resources

i. Discrimination and misconduct in areas of protected classes

- Sexual misconduct must be reported to the Title IX coordinator (<http://www.ucdenver.edu/policy/TitleIX/Pages/default.aspx>)pAPS 5014.
- Discrimination or harassment against an employee should be referred to the EO/AA Compliance Officer (also known as the Employment Rights Compliance and Investigation Manager in Human Resources).

ii. Any rostered faculty member (ITF or NTTF with greater the 50% appointments) may utilize the Privilege and Tenure Committee for a grievance (<https://www.ucd/pvtgdnrc>)

iii. Appeals on the matter of RTP and PTR should utilize the Privilege and Tenure Committee and the procedure described in APS 1022.

iv. The Ombuds office is available to all students and employees of the university as a confidential and informal resource (<http://www.colorado.edu/ombuds/>).

- b) College Grievance Procedure
- i. The DAC-NTTF and DAC-TTF serves as a college level review committee for faculty grievances or appeals pertaining to merit reviews, salary, or matters of faculty misconduct. Concerns should be addressed to the associate dean who chairs the DAC-NTTF and DAC-TTF after consultation with the relevant college policy.
 - ii. PTR appeals can be made to the Dean of the College who has the last word within the college. Additional or concurrent appeals may utilize those processes described in APS 1022.
 - iii. If resolution on an issue unrelated to the above cannot be reached working with one's chair, program director, or superior, faculty, staff, students, and administrators may contact the dean, an associate dean, or an assistant dean. The dean's office may create an ad hoc personnel committee to explore the concern.

ARTICLE VIII – Amendments and Interpretation

Title A. Amendments

- a) Initiation
- i. A proposed amendment or general review of these Bylaws, except any topics related to personnel, may be initiated by any of the following methods.
 - A majority vote of the CLAS Council.
 - 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.
- b) Approval
- i. Approval of any proposed amendment requires that at least 50% of the eligible rostered faculty cast votes, and the majority of these accept the changes. Amendments for status changes (e.g., change from program to department) can be approved by a majority vote of CLAS Council.

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

Special rules referred to in this Article 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. Special rules and policies can be located on the CLAS website and in the relevant offices.

DISCLAIMERS & RATIFICATION

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 April 14, 2016

Confirmed by the Dean May 13, 2016