

[Year]

Department of XYZ

Constitution and Bylaws

This section should contain an introduction to your department, your mission, vision, and some legalese if you wish. A sample of the legalese might be: All constitutional provisions shall be governed and guided by university guidelines set forth in the Collective Bargaining Agreement (Unit 3), CSU Chico's Faculty Personnel Policies & Procedures, and campus Executive Memoranda.



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I. **PURPOSE** (*State the purpose of this document; Example below*)

The Department of XYZ Constitution and Bylaws, have been developed in accordance with the University's Personnel Policies and Procedures (FPPP) and the Collective Bargaining Agreement Memorandum of Understanding (CBA.) The section outlines standards, policies, and procedures that take into consideration the unique qualities and needs of the Department of XYZ as a professional program within the University.

All faculty members are required to contribute to the development of the department and its programs. The tasks and duties around these responsibilities will be given significant weight in the retention, tenure and promotion process.

II. **DEPARTMENT MEMBERSHIP** (*Define members, any differences in groups, exceptions, etc. – Examples below*)

Members of the Department shall be all:

1. Professors,
2. Associate Professors,
3. Assistant Professors,
4. FERP
5. Temporary Faculty who have been selected through the Department personnel procedures, and

Membership in the Department shall not lapse because of sabbatical leave or other leave of absences. *In this area, you would want to consider -*

1. *What if a faculty member is receiving a full buyout to be the director of another program on campus?*
2. *What if a faculty member has taken a job elsewhere and are on a personal leave without pay?*

III. **STANDING, AD HOC, AND OTHER DEPARTMENTAL COMMITTEES** (what are committees in the department, who sits on the committees, what is the term, duties, responsibilities?)

1. Curriculum
2. Graduate
3. Scheduling
4. Scholarship
5. Library
6. Hiring/Search



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7. Leaves
8. Others?

IV. HIRING

1. Tenure Track (*Probationary*) Faculty (see FPPP 5.1)

- a. Equivalency Qualifications (Dean review & Provost approval required, FPPP 5.1.2.b)
- b. Procedures
- c. Service Credit

2. Temporary Faculty (see FPPP 5.2)

- a. Rationale for Temporary Appointments
- b. Appointment Procedures
- c. University Appointment Standards for Lecturer Ranges

V. MEETINGS

1. How often are department meetings?
2. Can there be special department meetings?
3. Can the meetings be canceled?
4. Who sets the agenda?
5. Who keeps minutes?
6. How long are the minutes kept?

VI. VOTING RIGHTS (*Define voting rights for each group, list issues that are voted upon, detail quorum requirements, and others*)

A. Tenure, Tenure Track and FERP faculty (FPPP 4.0.2.c; 5.1.2.b; 5.1.3.b.1 – 3; 17.1-2)

How does paid or unpaid leave impact voting rights?
How does the semester FERP are not working affect voting rights?
How does a reduced time-base affect voting rights?
Can they have a proxy?

B. Temporary (Part Time) Faculty (FPPP 1.1.4; 17.1-2)

Determine voting rights of temp faculty – all vote equally?
Voting rights differ dependent on time base and 3 year contract status?
Is a representative assigned for the whole group?
Is there a certain number of votes for the group (and based on what criteria)?



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Are there proxy rights?

C. Staff Members

Do they get to vote and if so, on what issues?

How much does their vote count?

VII. NOMINATION AND DUTIES OF OFFICERS

1. Who can serve?
2. How long is the term?
3. How are they nominated?
4. What are the appointment terms?
5. What happens with a vacancy before the term expires?

Some examples to consider:

1. Personnel Committee (FPPP 4.1)
 - a. A majority of members of a Department Personnel Committee shall come from within the Department, where possible, and be elected by the tenured and probationary faculty (FPPP 4.1.9.a).
 - b. Approved Department personnel policies shall state (1) the method by which committee members will be elected, (2) required committee/subcommittee sizes (within the limits stated herein), (3) committee quorum requirements, and (4) conflict of interest standards beyond those established elsewhere in this document (FPPP 4.1.9.b).
 - c. Faculty elected to serve on a Personnel Committee shall so serve unless unable to do so because of unforeseen extraordinary circumstances during the time the committee is active (FPPP 4.1.7).
2. Curriculum Committee
3. Scholarship Committee
4. Bachelor's and Master's Committee
5. Search/Hiring
6. Others

VIII. ORDER OF MEETING BUSINESS

1. Determining a quorum
2. Robert's Rules of Order

IX. TRAVEL FUNDS



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1. Who is eligible?
2. What is the formula for distributing the funds?
3. What if all the monies are not allocated?
4. What if late monies are announced after the initial distribution?

X. COURSE SCHEDULING

1. Academic year
2. Winter Intersession
3. Summer Session(s)
 - a. What courses are taught?
 - b. Who creates the schedule?
 - c. What days/times are courses taught?
 - d. Who is appointed to teach these courses?
 - e. What is the procedure?

XI. FACULTY LEAVES

1. Covered by CBA Articles 22-24; 27-28; FPPP 13.0.

XII. GRADUATE PROGRAM CONSIDERATIONS

1. Is a comprehensive exam an option?
2. What are the rules of the thesis?
3. Who can serve on the committee?
4. Who cannot serve on the committee?

XIII. ETHICS AND STANDARDS

1. FPPP Appendix II. Code of Ethics and any other ethics & standards the Dept. determines applicable.

XIV. AMENDMENTS

1. What is the process for amending the Bylaws or Constitution?

