

# Temple University School of Pharmacy Bylaws

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## **Article I. Prevailing Authority of University Policies**

- A. The term “University Policies” shall refer to (1) any action, resolution, or policy of the Temple University Board of Trustees, or (2) any action or policy of the President of Temple University taken within their authority, or (3) any administrative policy or procedure that may be adopted pursuant to the authority granted by the Board of Trustees or by the President.
- B. In the event of any conflict or contradiction between these Bylaws or any action taken by any school or college under the authority of these Bylaws, on the one hand, and any University Policy now in effect or adopted in the future, on the other hand, then the pertinent provision or provision of these Bylaws or the action taken pursuant thereto shall be superseded by the pertinent University Policy.
- C. University policies as defined here shall include the Faculty Guide and collective bargaining agreements that have been approved by the Board of Trustees or by the President when s/he has been delegated to do so by the Trustees, and any amendments or supplementary letters of agreement to such contracts that may be approved by the Board of Trustees or the President during the life of any collective bargaining contract.

## **Article II. Dean**

- A. The President of the University appoints the School of Pharmacy Dean in conformance with such Dean Search Guidelines as the President may from time to time promulgate.
- B. The Dean shall report to and be accountable to the President or his/her designee and shall serve at the pleasure of the President.
- C. The Dean is the chief executive officer and the chief academic officer of the School of Pharmacy. The Dean’s duties and responsibilities are defined by any pertinent policies of the Board of Trustees, by the Dean’s Position Description that shall be issued by the President from time to time and by

administrative policies and procedures that may be adopted pursuant to the authority granted by the Board of Trustees or the President.

- D. The Dean shall exercise such authority as may be delegated to him/her by University Policies. The Dean shall be responsible for the administration of the School of Pharmacy budget that may be adopted by the Board of Trustees, including any budget rules or guidelines that may be adopted pursuant to that budget.
- E. The Dean shall bring to the Collegial Assembly full information concerning new academic policies, possible changes in existing policies which are being considered, new programs, possible changes in existing programs which are planned, and all major administrative decisions which are being reviewed or for which ratification is requested. It is understood that this applies only to academic policies and programs and to such other policies and programs as are reasonably regarded as likely to affect faculty interests and concerns.
- F. The Dean shall appoint faculty committees in accordance with these Bylaws.
- G. The Dean or his/her designee, except as otherwise noted, shall be an ex officio member without vote of all standing committees of the School of Pharmacy.

### **Article III. Organization**

#### **A. Administration and Staff**

The Dean shall, subject to applicable University Policies and within the authorized budget, appoint associate deans, assistant deans, Department chairs, and other academic and administrative personnel. The Dean shall be responsible for the supervision of the school's administration, pursuant to University Policies and collective bargaining agreements.

1. Associate and Assistant Deans
  - a. Associate and Assistant Deans are academic officers appointed by the Dean.
  - b. Associate and Assistant Deans shall have academic and administrative duties and authority assigned and delegated by the Dean.
2. Administrative Officers
  - a. Officers may be appointed by the Dean as necessary to assist in carrying out administrative duties.
  - b. Officers may be given titles that are appropriate for their administrative duties and responsibilities. They may have such titles as Assistant to the Dean, Director of a specific activity, or other such specific title indicative of their responsibility.
3. Department Chairs
  - a. Department Chairs are appointed by the Dean subject to University Policies. The Dean, after consultation with the Departmental faculty and the Dean's Executive Committee, shall appoint a search committee that shall review potential candidates and make recommendations to the Dean.
  - b. The Department Chair shall be responsible for the administrative and academic requirements of the Department.
  - c. The Department Chair shall provide for periodic faculty consultation, review, and advisement.
  - d. The Department Chair shall hold periodic meetings of the Department to formulate policy, develop and evaluate programs, and to discuss long-range objectives and current operational issues.

B. Students

Students (professional and graduate) shall participate in committees as described herein or as determined by the members of the individual committees.

## **Article IV. Standing Committees of the School of Pharmacy**

### **A. Dean's Executive Committee**

1. The purpose of the Dean's Executive Committee is to advise the Dean on the formulation and revision of academic policies and programs, the school budget (see Item 7 below), and such other matters as the Dean may regard as important to academic excellence in the School of Pharmacy. A second, but equally important role is to foster communication between and among faculty, staff, and students.
2. The Dean's Executive Committee shall consist of: the Dean as Chair, President of the Collegial Assembly, President-Elect of the Collegial Assembly, the Chairperson of each Department, Academic Associate and Assistant Deans, one professional student, and certain of the Dean's staff as determined by the Dean.
3. The Dean's Executive Committee shall meet as often as necessary to address the issues submitted to it by the Dean but not less often than twice in the fall semester and twice in the spring semester.
4. The Committee shall apply guidelines approved by the Collegial Assembly for the review and certification of the academic standings of all professional students.
5. The Committee shall review the academic records of all professional students to determine their eligibility for promotion and/or graduation, and academic degrees and honors.
6. The Committee shall convene or cause to have convened a meeting of the Collegial Assembly for the purpose of recommending students for graduation.

7. The Budget sub-Committee shall consist of the Dean, the President, and President Elect of the Collegial Assembly, Department Chairs, two faculty members at large, who are elected by the Collegial Assembly, the Academic Associate and Assistant Deans, and the Assistant Dean for Finance & Administration.
8. The work of the Committee shall be guided by Robert's Rules of Order (latest revision).

**B. Learning Technology and Resources Committee**

1. The Dean, in consultation with the Dean's Executive Committee, shall appoint a committee on learning technology and resources. The Dean will appoint the Chair.
2. The Committee shall have five or more members including representatives of the Dean and faculty members with backgrounds that would permit them to have constructive input regarding the resources being considered.
3. The Committee shall provide recommendations to the Dean.

**Article V. Collegial Assembly**

The faculty assembly of the School of Pharmacy shall be known as the Collegial Assembly.

**A. Membership:**

All full and part-time faculty members of the School of Pharmacy are members of the Collegial Assembly. Membership shall be without application upon appointment to the school. The qualifications for full or associate membership are:

**1. Full Members**

- All full-time tenured and tenure track faculty members (formerly called Presidential Appointments, and non-tenure track faculty (including Clinician Educators) shall be Full Members of the Collegial Assembly with the right to vote.

## 2. Associate Members

- All faculty members with Emeritus status, part-time, volunteer, or limited status. Associate members shall be permitted to participate in debate and discussion and to be members of committees, as allowed by the Bylaws, but shall not have the right to vote.

## 3. Ex-Officio Members

- The Dean, Academic Associate Deans, and Assistant Deans are ex-officio members of the Collegial Assembly with the right to vote in the Collegial Assembly. They may serve as ex-officio members of committees without the right to vote at the level of the committee.

## B. Officers

Full-time faculty members of the School of Pharmacy shall be elected to serve as Officers of the Collegial Assembly.

1. All administrative officers and Department Chairs shall be ineligible for election as officers.
2. The officers of the Collegial Assembly are:
  1. President
  2. President-Elect
  3. Past President
  4. Secretary
  5. Member of the Steering Committee of the Faculty Senate
3. The Collegial Assembly shall elect officers (President, President-Elect, Secretary) for a term of one year, by majority vote of those voting in a referendum ballot prior to the end of the Spring semester. Officers may be re-elected.
4. The Collegial Assembly shall elect, by majority vote of those voting in a referendum ballot, the School of Pharmacy Member of the Steering Committee of the Faculty senate, for a term of three years. An Alternate shall be elected in the same manner and for the same term.



5. The President shall be the presiding officer. The presiding officer has the discretion of surrendering the chair to another member during any session until the main motion under discussion has been voted upon or tabled.
6. In the year subsequent to being elected, the President-Elect will succeed to the office of President; and in the subsequent year, to the office of Past President.
7. In the absence of the President, the presiding officer at a meeting of the Collegial Assembly shall be in order of precedence: President-Elect, Past President, School of Pharmacy Member of the Steering Committee of the Faculty Senate, Secretary.
8. Vacancies, whatever the cause, shall be filled as follows:
  - President: The President-Elect shall serve for the unexpired term, and thereafter shall serve a full term as president.
  - President-Elect and Secretary: An election shall be held to fill the vacancy for the unexpired term at the next meeting or at a Special Meeting called for the purpose of filling the vacancy.
9. The unexpired term of the President-Elect shall include the full term as President.
10. The Secretary shall:
  - record and maintain a record of the minutes of all Collegial Assembly meetings, and prepare and maintain a current file on all other records.
  - distribute the minutes of all Collegial Assembly meetings to the faculty no later than one week following such meetings.
  - deposit and maintain in the Dean's office a record of the minutes of all Collegial Assembly meetings and a current copy of the Bylaws.
  - give all records to the new Secretary upon completion of the term of office.
11. Officers shall assume their duties on July 1.

C. Meetings

1. The Collegial Assembly shall meet in Regular Meetings at least twice in each academic semester on dates selected by the Steering Committee. A notice of the meeting and the agenda shall be provided to each member at least seven (7) days prior to the Regular Meeting.
2. The Dean shall provide a “State of the Pharmacy School” at a regular meeting of the Collegial Assembly in the fall semester.
3. A Special Meeting may be called by the Dean or the President or by written notice by one-third of the Members. Notice and the agenda of a Special Meeting must be provided to all voting members, preferably at least 48 hours in advance of a Special Meeting. A Special Meeting shall restrict its actions to matters for which it has been specifically called.
4. A quorum for the conduct of business shall be a majority of Full Members.
5. The Steering Committee or designee shall prepare the agenda for all meetings. The agenda for a Regular Meeting shall include a call for Old Business and a call for New Business.
6. Resolutions germane to a subject set forth in the agenda may be passed by a majority vote of the members present and voting. Other matters raised for discussion by any member of the Collegial Assembly at the appropriate time at any meeting shall require a two-thirds majority vote of those present and voting for passage.
7. No substantive motion on academic policy originating from the floor without previous study or recommendation by a committee of the Collegial Assembly shall be voted upon until a subsequent meeting of the Collegial Assembly.
8. Voting by proxy is permitted only on motions that have been submitted in exact form at a previous meeting. Proxy votes shall be deposited with the Secretary and will be received at any time up to commencement of voting on the motion. Proxy votes shall not be counted towards a quorum

9. The meetings of the Collegial Assembly and all of its committees shall be conducted according to Robert's Rules of Order (the most recent edition).

C. Steering Committee

1. The Steering Committee shall consist of the Officers of the Collegial Assembly (President, President-elect, Past President, Secretary, and the School of Pharmacy member of the Steering Committee of the Faculty Senate).
2. The Steering Committee shall arrange the agenda for all meetings and perform such duties as the Collegial Assembly may direct.
3. The Steering Committee shall hold meetings regularly and inform the Collegial Assembly and the Dean of its actions by the distribution of written minutes or a report.
4. The Steering Committee may, by unanimous vote, authorize one or more of its members to act for it in any specific matter with full power, but no member shall so act without said unanimous authorization.
5. When a change is being considered in the programs or in the structure of a Department which is not requested or recommended by that Department, the Steering Committee will make available to the Administration a consultative procedure for consideration of the change; the Steering Committee's function in such cases shall be directed to maintaining the interests of the School Faculty as they may be affected by matters at issue anywhere within the School.
6. The Steering Committee is empowered to take action in cases of emergency in which a faculty meeting of any type cannot be properly convened. All such actions must be unanimously approved by the Committee members present and forwarded to the Dean for approval. Faculty shall be informed of such action as soon as possible.

7. The Steering Committee shall compile annually a list of members presently serving and a list of those desiring to serve on each Standing Committee. The Steering Committee shall present nominees for committees from the list as a single slate broadly representative of the Faculty. Nothing in this article shall preclude nomination of additional candidates from the floor.
8. The Steering Committee can establish special ad hoc committees.
9. When a Search Committee for a Dean of the School is to be established, the Committee shall oversee the process in which the representatives of the Faculty of the School of Pharmacy shall be elected by a majority vote of the Faculty in a referendum ballot.
10. Re-balloting amongst the candidates receiving the highest pluralities shall take place as necessary until all representatives have been elected by majority vote.
11. The Steering Committee shall nominate the members of all Committees whose membership is not otherwise specified in these Bylaws and submit them to the Collegial Assembly for approval. Nothing in this article shall preclude nomination of additional candidates from the floor.
12. The Steering Committee shall present annually one or more nominees for President-Elect and for Secretary. Nothing in this article shall preclude nomination of additional candidates from the floor for a vote.
13. The Steering Committee shall fill vacancies in committees, whatever the cause, by submitting names to the Collegial Assembly. The Collegial Assembly will vote to elect a faculty member to fill the vacancy.
14. The Steering Committee shall establish guidelines for appropriate student representation on Committees of the Collegial Assembly. The guidelines are subject to ratification or reversal by the Collegial Assembly.

## **Article VI. Standing Committees of the Collegial Assembly**

Unless otherwise noted in these Bylaws, a committee shall elect, by majority vote, a chairperson for each committee at the first meeting of the fiscal year. Committee members who miss more than three (3) consecutive meetings without notifying the chairperson will be assumed to have resigned from that Committee. Each Standing Committee shall hold meetings regularly and inform the Dean and Collegial Assembly Steering Committee of its actions by distribution of written minutes or a report.

### **A. Professional Curriculum Committee.**

The Professional Curriculum Committee shall consist of the Chair of each Department, four faculty members elected by the Collegial Assembly, two from each Department, and two professional students. The Associate Dean for Education will serve as an ex-officio member of the Committee serving as Secretary and will be responsible to convene the Committee.

1. The Committee shall be the primary instrument of the School for recommending and assessing the professional curriculum.
2. The Committee shall oversee implementation of the curricula approved by the Collegial Assembly and the Dean and will employ a continuing quality improvement process for the ongoing assessment of the curriculum.
3. All proposed changes in the professional curriculum must be evaluated by the appropriate Department and the Committee on Professional Curriculum and be approved by the Collegial Assembly and the Dean before implementation.
4. The Committee shall recommend prerequisite course requirements to be considered for admission into the professional curriculum.
5. The Committee shall periodically undertake a review of the School of Pharmacy admission requirements, practices, and procedures and recommend revisions when indicated.

B. Teaching and Evaluation Committee.

The Teaching and Evaluation Committee shall consist of six faculty members elected at large at a meeting of the Collegial Assembly and two student members.

1. The Committee shall offer guidance and guidelines on new teaching methods and on grading procedures.
2. The Committee shall develop and implement methods for student evaluation of faculty teaching. The results of the evaluations shall be available to the faculty member, the Department chair, the Dean, and faculty members of the Teaching and Evaluation Committee.
3. The Committee shall develop and implement fair and appropriate methods for voluntary peer-evaluation of individual teaching. The results of such evaluation shall remain the confidential information of the faculty member seeking evaluation, the Department Chairperson, the Dean, and Committee members directly involved in the process, unless released or supplied by the evaluated faculty member for use in deliberations related to promotion and tenure, merit pay, study leaves, *etc.*
4. The Committee shall be responsible for assembling and submitting the dossiers of those faculty members being nominated for teaching awards, including but not limited to:
  - a) American Association Colleges of Pharmacy (AACCP) teacher of the year award
  - b) Golden Apple Award
  - c) Lindback Award
  - d) Great Teachers Award

C. Graduate Committee

The Graduate Committee shall be constituted according to procedures adopted by the Graduate Faculty of the School.

1. The Graduate Committee shall be the primary instrument of the School in determining and maintaining its graduate programs. To this end, the Committee shall establish admission standards for the graduate programs in

accord with or more stringent than the requirements of the Graduate School and oversee the application of those standards to students seeking admission to the graduate programs. The Committee shall establish and oversee the implementation of regulations and standards required for graduation.

2. The Committee shall be an advisory body to the School's Director of Graduate Studies and the Dean.
3. The Committee shall represent the Collegial Assembly to the Administration of the School and the University in matters relating to graduate programs.
4. The Committee shall represent the Collegial Assembly in the interpretation and development of University-wide codes related to research (such as the regulations of the Human Use Committee, the regulations of the Animal Care Facility Committee, *etc.*).

D. Research and Service Recognition Committee

1. The Committee shall consist of three faculty members from each Department and one professional student and one graduate student. The Associate Dean for Research will serve as an ex-officio member.
2. Members of the Committee shall be elected to a two-year term. Should a vacancy on the committee occur, an election will be held to fill that vacancy for the remainder of the term.
3. The Committee shall be responsible for organizing Research Recognition Day.
  - a. The responsibilities include but are not limited to:
    1. Development of abstract book
    2. Soliciting judges and speakers
    3. Communicating requirements to faculty and students
    4. Reviewing completed judging forms and overseeing the tallying
    5. Presenting awards
    6. Promoting and attending the event
  - b. The Committee shall work closely with a representative from the Dean's office to coordinate the logistical details of the

activity.

4. The Committee shall represent the School in recommending lectures and presentations by visiting and distinguished scholars, legislators, and molders of public and professional opinion.
5. The Committee shall examine the efforts of distinguished people and recommend to the Dean and the Collegial Assembly such persons for receipt of prizes and awards related to research and/or service.
6. The Committee shall take cognizance of appointments to fellowships and awards made by various organizations and, when appropriate, recommend members of the Faculty of the School for such fellowships or awards related to research and/or service.
7. The Committee shall be responsible for assembling and submitting the dossiers of those faculty members being nominated for awards related to research and/or service including but not limited to:
  - Stauffer Faculty Award For Service
  - Paul W. Eberman Faculty Research Award
  - Temple University Faculty Research Award
  - Temple University Faculty Award for Creative Achievement
8. The Committee shall take cognizance of promotions and of achievements by Faculty of the School and seek proper publicity in public and professional publications.
9. The Committee shall advise the faculty regarding the availability of study leaves and shall serve as the Collegial Committee for review of applications for study leaves and make appropriate recommendations.
10. The Committee shall be responsible for School and University generated Awards that recognize excellence in the areas of Research and Service by faculty members in all Departments of the School of Pharmacy.
11. The Committee shall serve as the Collegial Committee for review of applications for grants-in-aid for research and make appropriate recommendations.

## **Article VII. Ad Hoc Committees**



A. Tenure and Promotion Committee

1. Appointments

Temple University School of Pharmacy faculty are appointed to one of two departments. Tenured and tenure track faculty, as well as Dean's Appointment faculty are appointed to the Department of Pharmaceutical Sciences. Dean's Appointment Clinician Educator Track faculty (CET's) are appointed to the Department of Pharmacy Practice.

2. Committees for Tenure and Promotion in the Department of Pharmaceutical Sciences

2.1 Faculty review for tenure and / or promotion within the Department of Pharmaceutical Sciences will occur at the level of the Department Tenure and Promotion (T & P) Committee, the Department Chair, and the Dean. The Department Tenure and Promotion Committee shall review all documents submitted for promotion and tenure and make independent recommendations about specific applications for promotion and tenure. The committee's recommendations will be forwarded to the Department Chair, who will prepare their own independent recommendation and forward both recommendations to the Dean. The Dean will prepare their own independent recommendation. The recommendations from these constituencies will thereafter be forwarded to the University T & P Committee and the Provost working in close partnership with the President.

2.2 Committee Membership: In cases where the faculty member is seeking tenure, the department committee shall consist of all tenured faculty within the department at or above the rank to which a candidate aspires. In cases where the faculty member is seeking promotion to full professor, the department committee shall consist of all tenured full-professors.

2.3 Review for promotion of Dean's Appointment Faculty in the Department of Pharmaceutical Sciences will occur at the level of the Department Committee for Promotion of Dean's Appointment Faculty, the Department Chair, and the Dean.

2.4 Membership: The Department Committee for promotion of Dean's Appointment Faculty will consist of at least three faculty at or above the professorial rank to which a candidate aspires, at least one of which will be a Dean's Appointment if available.

3. Committees for Promotion in the Department of Pharmacy Practice

3.1 Review for promotion of Dean's Appointment Clinician Educator Track (CET) faculty within the Department of Pharmacy Practice will occur at the level of the Department Promotion Committee, the Department Chair, and the Dean.

3.2 Membership: The Pharmacy Practice Department Promotion Committee shall consist of at least three faculty within the department at or above the rank to which a candidate aspires. For promotion to clinical associate professor the committee will be comprised of a combination of at least three clinical associate professors and clinical professors. For promotion to clinical professor the committee will be comprised of at least three clinical professors.

4. The Committee shall receive recommendations concerning tenure and the documents supporting such recommendations. It shall make tenure and promotion recommendations to the Dean
5. Student members (1 professional, 1 graduate) shall be involved in the review and discussion of dossiers at open meetings but will not be present at executive sessions.

B. Faculty Responsibility Committee

1. The Dean, in consultation with the Dean's Advisory Committee, shall appoint an ad hoc Faculty Responsibility Committee to investigate allegations of misconduct against a faculty member. A Faculty Responsibility Committee is constituted to conduct a specific inquiry into allegations of misconduct; it is not a standing committee. The members of a Faculty Responsibility Committee must have no conflict of interest with respect to or bias toward the faculty member subject to investigation. In schools/colleges with several programs or departments, not more than one

member of the Faculty Responsibility Committee should be appointed from the same program or department as the faculty member who is subject to investigation. A Faculty Responsibility Committee shall have no fewer than three, and preferably at least five, members.

2. The Faculty Responsibility Committee shall assure that any person who brings allegations of misconduct will have a full and fair opportunity to present written or oral information to support his/her assertions. A faculty member who is being investigated shall be given a full and fair opportunity to provide relevant written or oral information to rebut allegations of misconduct or to explain such conduct. The complainant and the faculty member accused of misconduct may offer relevant written or oral statements by others who have knowledge of the alleged misconduct. However, the Committee may determine whether to hear such oral evidence or the extent of such evidence will be heard. The Faculty Responsibility Committee may examine documents or seek statements independently of information offered by the complaint or the faculty member accused of misconduct. If the Committee relies on such information in making its report, it shall clearly identify the source and character of such information and shall, wherever possible, include such information or summaries of it as attachments to its final report.
3. The Faculty Responsibility Committee shall maintain confidentiality as to allegations of misconduct submitted to it, all evidence—oral, written, or tangible—submitted for its consideration, and its deliberations and recommendations, except to the extent that such information must be provided to others in order to conduct its investigation. The Faculty Responsibility Committee may seek the advice of University Counsel if it deems necessary and University Counsel shall endeavor to give reasonable assistance if possible.
4. The Faculty Responsibility Committee shall report its findings and recommendations to the Dean. The report should provide a full statement of its deliberations, findings, conclusions and recommendations and, to the extent reasonably possible, should include as attachments any written

statements, any documents and any other written or tangible evidence upon which the committee relied. The Dean shall transmit the report and his/her recommendations for any actions or further proceedings to the Faculty Senate Personnel Committee and to the President or his/her designee.

C. Student Appeal and Grievance Committee

1. An informal resolution of a student grievance will be attempted prior to the institution of a formal complaint. In the event that the issue cannot be resolved in an informal manner, the Dean, in consultation with the Dean's Executive Committee, shall appoint an ad hoc student appeal and grievance committee. The committee shall hear appeals and grievances by students about academic matters, including good standing, grades, and other matters affecting a student's academic degree program and/or academic performance.
2. The Student Appeal and Grievance Committee shall follow all University and all school/college policies and procedures for student appeals and grievances. It shall refer student appeals and grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance.
3. Unless precluded by University or school policies, the committee shall assure a student an opportunity to present his/her appeal or grievance, including reasonable evidence in support of his/her claim, and shall give the student's claim full and fair consideration.
4. When the appeal or grievance seeks to change a decision taken by a member of the faculty, staff, or administration of the school/college, that person shall be given a full and fair opportunity to describe and document the rationale for his/her decision. All recommendations to the Dean shall reasonably summarize the student's claim, the position of the faculty, staff, or administration, provide basis for the committee's recommendation, and state clearly the committee's recommended disposition of the student's claim.

### **Article VIII: Revisions or Amendments to the Bylaws**

- A. Revisions or amendments to these Bylaws may be recommended to the President or his/her designee by the Dean after consultation with the Collegial Assembly.
- B. Recommended revisions shall be forwarded to the President or his/her designee. Recommended revisions or amendments will be reviewed by University Counsel to assure conformity to University Policies. After review by University Counsel, the President or his/her designee may approve revisions or amendments and set the date upon which they will become effective.
- C. In all cases, the Dean shall review the Bylaws of the school every 5 years and after consultation with the Collegial Assembly may recommend revisions or amendments to the Bylaws. The Collegial Assembly will vote on the new Bylaws (two thirds majority vote required for passage) and forward recommendations to the Dean and University Counsel on or before that time. After review by the Dean and approval by University Counsel, the Bylaws will be forwarded to the President for his/her review and approval.

Amended May 2016

Amended November 2017