



Unit bylaws detail guidelines and procedures of the unit. This allows faculty within the unit to understand how it operates, and their responsibilities to support the mission of the university and the unit. Bylaws do not address or contain matters that are collectively bargained, or are defined in university regulations and policies.

Faculty Senate Resolution 2017-2018-5 Governance in Academic Units identified the following key elements that should be included in unit bylaws:

***Required Key Elements: Departmental Membership and Governance***

1. Frequency of meetings: At least once per semester
2. Meeting Rules of Order (e.g. Roberts Rules)
3. Faculty-called meetings- procedures
4. Membership and Voting
5. Meeting Records
  - a. Proposed agendas and provided in advance
  - b. Minutes: Distribution and approval, Archival location

***Best Practice items to include***

1. Unit level committees
  - a. Structure and Membership/Length of service term
  - b. Frequency of meetings
  - c. Responsibilities
  - d. Voting Procedures
  - e. Rules of Order, e.g. Roberts Rules
  - f. Meeting Notices and Agendas
    - i. Archival and location of meeting minutes
    - ii. Leadership Positions in the Unit
      1. Identify each position
        - (a) Responsibilities
        - (b) Elected/Appointed
        - (c) Length of service term
      - iii. Ad Hoc Committees
        - (a) Committee Formation Procedures
2. Resource Allocations and Facilities, where applicable, e.g.:
  - a. Space Allocation
  - b. Student Assistant Assignment
  - c. Travel Allocation
3. Ratifications and Amendments to By-Laws



**Administrative Requirements for all Bylaws**

Except for records deemed confidential under law or university policy, leaders must not keep unit records confidential from unit faculty.

As requested by unit faculty, records must be available to all unit faculty, to include, policies, bylaws, agendas, minutes, exhibits; unit committee records (including membership, agendas, minutes, and exhibits).

Review and approval process: Vote of unit faculty; Unit Leader Support; Dean/V.P Support

Final approval required by Faculty Excellence. All official bylaws will be marked approve and include date of approval.