

**BYLAWS OF THE COLLEGE OF LETTERS, ARTS, AND SCIENCES
UNIVERSITY OF COLORADO COLORADO SPRINGS**

Updated after 4-19-24 Faculty Meeting Vote

PREAMBLE

These Bylaws are established by the rostered faculty of the College of Letters, Arts, and Sciences (LAS) of the University of Colorado Colorado Springs (UCCS), with the approval of the LAS Faculty, LAS Dean, UCCS Provost, and UCCS Chancellor, to define for the College its organization, its responsibilities, and the procedures for the exercise of those responsibilities. These Bylaws provide a system of governance for the College consistent with the laws of the State of Colorado and the Laws of the Board of Regents of the University of Colorado (<https://www.cu.edu/regents/laws-and-policies>) and with UCCS policy statements (<https://www.uccs.edu/vcaf/policies/uccs/policies>).

Article I - General Definitions

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

A. Administrative units

1. The College

Refers to the College of Letters, Arts, and Sciences of the University of Colorado Colorado Springs.

The College is composed of academic departments, academic programs, departmental programs, academic service programs, research centers, and affiliated centers.

Academic departments and academic programs are organized into divisions.

2. Divisions

For the purposes of the Bylaws and representation on LAS committees, departments and academic programs in the College are separated into three divisions: **Humanities** (English, History, Languages & Cultures, Philosophy, Visual & Performing Arts); **Social Sciences** (Anthropology, Communication, Economics, Geography & Environmental Studies, Political Science, Psychology, Sociology, Technical Communication & Information Design, Women's & Ethnic Studies); and **Natural Sciences** (Biology, Chemistry & Biochemistry, Mathematics, Physics & Energy Science).

Academic service programs are not assigned divisions.

In some departments, individual faculty may work across multiple academic divisions, or may work primarily in a division other than that generally associated with their department or academic program. Those faculty may serve on committees representing their principal research focus rather than the division to which their department is assigned.

3. Academic departments

Academic departments are independent degree-granting academic subdivisions of the College where affiliated faculty lines are generally housed fully within the department. Per Regent law, Article 4.B. (<https://www.cu.edu/regents/law/4>), new academic departments must be approved by the Board of Regents. Each academic department is governed by a set of internal bylaws, policies, and procedures that shall be approved by vote of the affiliated rostered faculty and that shall be made available to all members of the department.

- i. Current academic departments in the College include: Anthropology, Biology, Chemistry & Biochemistry, Communication, Economics, English, Geography & Environmental Studies, History, Languages & Cultures, Mathematics, Philosophy, Physics & Energy Science, Political Science, Psychology, Sociology, Technical Communication & Information Design, Visual & Performing Arts, and Women's & Ethnic Studies.

4. Academic programs

Academic programs are independent degree-granting academic subdivisions of the College. In some programs, faculty lines may be housed in other academic departments or split between the program and one or more additional programs or departments. Each academic program is governed by a set of internal bylaws, policies, and procedures that shall be approved by vote of the affiliated rostered faculty and that shall be made available to all members of the program.

Academic program creation must be approved through LAS shared governance policies (HYPERLINK to article III) and by the Board of Regents.

- i. Current academic programs in the College include Interdisciplinary Studies.

5. Departmental programs

Departmental programs are degree-granting subdivisions of an academic department with requirements for the degree that are distinct from the

requirements for other programs in the same department. Departmental programs follow the bylaws, policies, and procedures of their home departments.

- i. Current examples of departmental programs in the College include the various subdivisions of Languages & Cultures (Spanish [major and minor]; American Sign Language, French, German, Japanese [minors only]) and of Visual & Performing Arts (Art History, Music, Theatre & Dance, Visual Art [majors and minors]; Film Studies, Museum Studies [minors]).

6. Academic service programs

Academic service programs are non-degree-granting programs that fulfill major college- or campus-wide requirements and/or provide additional opportunities for students. Academic service programs have a leadership position (typically a Director) that is separate from the leadership of a home academic department. In some academic service programs, faculty from multiple departments in the College contribute to the curriculum, while in others teaching and scholarship is discipline-specific. Research programs of faculty in academic service programs are assessed by and housed within their home academic departments.

Current academic service programs in the College include:

- i. The Humanities Program. Faculty from multiple departments contribute to this program.
- ii. The First-Year Rhetoric and Writing Program (FYRW). FYRW comprises full-time English faculty with expertise in Rhetoric and Composition.
- iii. The Army Reserve Officers' Training Corps (Army ROTC) functions in some ways as a department, although it fits the definition of an academic service program in most ways.

7. Research centers

Research centers are interdisciplinary or intradisciplinary units created to expand and deepen focus on a research topic or set of questions. Research center affiliates may be housed in one or more academic departments or programs on campus and may additionally include external members not otherwise affiliated with UCCS.

Research centers may offer courses under the auspices of an academic department but are not required to do so. Current research centers include the

Center for Advanced Technologies and Optical Materials; the Center for Cognitive Archaeology; the Center for Legal Studies; the Center for Magnetism and Magnetic Nanostructures; the Center for Plasmonics, Nanophotonics, and Metamaterials; and the Colorado Center for Policy Studies.

8. Affiliated centers

Affiliated centers are independent units that support the work of part or all of the College, often through community outreach work, but that may not award degrees. Affiliated centers may be housed in a department or program, or may collaborate with multiple departments and programs. Affiliated centers may promote and sponsor research, but while research centers focus on a clearly defined set of research questions, affiliated centers work to address a broad set of topics and to engage the broader public in conversations about those topics.

Current affiliated centers include the Aging Center; the Center for Economic Education; The Heller Center for the Arts and Humanities; the Matrix Center; and the Center for Religious Diversity and Public Life.

B. College constituents and constituencies

1. Constituent

Any of the defined faculty, students, staff, or administrators within the College who are eligible to serve on College committees and/or who enjoy full or limited voting rights within the College.

2. Constituency

Any of the groups of constituents defined below.

3. Rostered faculty

Faculty who hold academic rank and whose names appear in the annual personnel budget roster. Rostered faculty may be tenured/tenure-track (T/TT), or instructional, research, & clinical (IRC). All rostered faculty are eligible to participate in College governance and to serve on College committees. In College-wide voting, each rostered faculty member gets one vote.

- i. Rostered tenured and tenure-track faculty titles include: Distinguished Professor, Professor, Associate Professor, Assistant Professor.
- ii. Rostered instructional faculty titles include: Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor.

In the remaining articles of these Bylaws beyond Article I: Definitions, "Faculty" shall refer to rostered faculty within LAS. For a list of all faculty titles, see <https://www.cu.edu/regents/laws-and-policies/regent-laws/article-5-faculty>.

4. Non-rostered faculty

Faculty whose names do not appear in the annual personnel budget roster. Non-rostered faculty are not eligible to participate in College governance or to serve on College committees.

5. Students

i. Undergraduate students

All students either matriculated in baccalaureate-level degree programs (BA, BS, BI) within the College or who are "not assigned" but who receive more than 70% of their curriculum through the College. This includes students matriculated in more than one degree program, as long as at least one of those programs is housed in the College.

ii. Graduate students

All students admitted to the Graduate School of the University of Colorado Colorado Springs and matriculated in degree programs taught by graduate faculty within the College.

6. Staff

University and classified staff employed by the College.

7. Members of more than one constituency, department, or program

Any person formally assigned to more than one constituency, department, or program.

When the assignment of such a person is at least 51% in one constituency, department, or program, that person shall be considered a primary member of that particular constituency, department, or program for the purposes of voting and representation.

When a person's assignment is less than 51% in a given constituency, department, or program, the person is considered to be an affiliate of that constituency, department, or program, but will be represented by the group in which s/he has primary membership.

Faculty whose assignment is equally divided between two programs or departments may choose which of the two is her/his primary department for purposes of voting and representation; this selection may not change during an academic year.

C. College administration

1. The Dean of the College of Letters, Arts, and Sciences (hereafter Dean)

The Dean is the leader of the College. Regent Policy (<https://www.cu.edu/regents/policy/4>) sets forth the roles and responsibilities of the Dean.

2. Associate Deans

Appointed by the Dean from among the administrative staff and rostered faculty of the College, Associate Deans serve under the Dean's authority and their duties are at the discretion of the Dean. Even when they hold positions as rostered faculty, Associate Deans are not eligible to stand for election as faculty representatives to College committees. Associate Deans with rostered faculty positions may vote in college-wide voting processes. Associate Deans who are rostered faculty shall be selected by a committee of three faculty members representing humanities, social sciences, and natural sciences, and an ex officio from the Dean's office, all appointed by the Dean. The dean chooses and appoints the Associate Dean. The faculty recommends that they serve no more than two terms, the first to be a four-year term with the option to serve for a two-year renewal term, subject to annual evaluations like Chairs and Directors.

3. Assistant Deans

Appointed by the Dean from among the administrative staff and rostered faculty of the College, Assistant Deans serve under the Dean's authority and their duties are at the discretion of the Dean. Even when they hold positions as rostered faculty, Assistant Deans are not eligible to stand for election as faculty representatives to College committees. Assistant Deans with rostered faculty positions may vote in college-wide voting processes. Assistant Deans who are rostered faculty shall be selected by a committee of three faculty members representing humanities, social sciences, and natural sciences, and an ex officio from the Dean's office, all appointed by the Dean. The dean chooses and appoints the Assistant Dean. The faculty recommends that they serve no more than two terms, the first to be a four-year term with the option to serve for a two-year renewal term, subject to annual evaluations like Chairs and Directors.

4. Department Chairs

The administrative head of each recognized department in the College. Chairs are appointed or elected per individual departmental bylaws and are approved by and serve at the will of the Dean. Untenured faculty and IRC faculty may not serve as department chairs.

5. Associate/Assistant Chairs

When an Associate (or Assistant) Chair position is deemed necessary by an individual department, that position is filled per departmental bylaws, pending approval by the Dean. Associate and Assistant Chairs report to the Department Chair and serve at the will of the Chair. Depending on their responsibilities and based on departmental bylaws, Associate Chairs shall be selected from among the rostered, tenured or tenure-track faculty, while Assistant Chairs may be IRC rostered faculty if a department's bylaws permit it.

Associate/Assistant Chair duties are assigned as needed by the Department Chair. However, Associate/Assistant Chairs shall generally not be responsible for assessing other faculty in the annual faculty evaluation process, although requests for exceptions may be submitted to the Dean for approval. In no case shall an Associate/Assistant Chair be responsible for evaluating faculty with a higher academic rank than their own.

Should a Chair become unable to perform their duties, the Associate or Assistant Chair will generally serve as interim Chair. However, if the Associate/Assistant Chair is pre-tenure or IRC, a new (interim) Chair shall be selected from among eligible tenured faculty.

6. Departmental Undergraduate Program Directors

When a department or academic program deems it necessary, undergraduate program directors may be selected from among rostered faculty per departmental bylaws to lead undergraduate studies in the department or academic program. Their duties are assigned, and their performance evaluated, by the Department or Academic Program Chair. They serve at the will of the Chair.

7. Departmental Graduate Program Directors

When a department deems it necessary, graduate program directors may be selected from among rostered tenured or tenure-track faculty per departmental bylaws to lead graduate studies in the department. Their duties are assigned,

and their performance evaluated, by the Department Chair. They serve at the will of the Chair.

In addition to their affiliation with LAS, Graduate Program Directors [work directly with the Dean, Associate Dean\(s\), and staff of the Graduate School](#); serve on the Graduate Executive Council (GEC); and are accountable to [Graduate School policies and procedures](#).

8. Online Directors

When a department or academic program deems it necessary, particularly when that department or program offers either an entire online degree or a significant number of online courses, online directors may be selected from among rostered faculty per departmental bylaws to oversee scheduling and delivery of online courses for that department. Their duties are assigned, and their performance evaluated, by the Department Chair. They serve at the will of the Chair.

9. Academic Program Directors

The administrative head of each recognized academic program in the College. Academic Program Directors are selected by the Dean from among the rostered, tenured faculty of the College. Their duties are assigned, and their performance is evaluated, by the Dean, and they serve at the will of the Dean.

10. Departmental Program Directors

The administrative head of each recognized departmental program, appointed by the Department Chair from among the rostered faculty and approved by the Dean. Their duties are assigned by the Department Chair and the Dean, their performance is evaluated by the Chair, and they serve at the will of the Chair.

11. Academic Service Program Directors

The administrative head of each recognized academic service program in the College.

- i. The Humanities Program Director shall be selected by the Dean, in consultation with associated departments, from among the rostered faculty of those associated departments. The Humanities Program Director's duties are assigned, and their performance is evaluated, by the Dean. They serve at the will of the Dean.
- ii. The First-Year Rhetoric and Writing Program Director shall be selected from among the rostered faculty of the Department of English with

expertise in rhetoric and composition, but may not serve concurrently as the Chair of the Department of English. The FYRW Program Director's duties are assigned by the Dean, and they serve at the will of the Dean. Their performance is evaluated by the Chair of the Department of English.

- iii. The Chair of the Army ROTC program shall be selected by, report to, and be evaluated by military supervisors rather than the Dean.

12. Research Center Directors

Research Center Directors are administrative heads of College Research Centers. Their selection follows the bylaws of the relevant research center. Research Center Directors do not undergo annual evaluation unless mandated by that Center's bylaws.

13. Affiliated Center Directors

Affiliated Center Directors are administrative heads of those Affiliated Centers with specific missions within the College. They are appointed by the Dean from among rostered faculty affiliated with the Center and in consultation with the members of the relevant affiliated center. Affiliated Center Directors are responsible for administrative duties associated with their Center, which may or may not include evaluations of faculty or staff within their Center. Their duties are assigned, and their performance is evaluated, by the Dean.

14. Curators

A curator of a center or gallery within LAS (e.g., the Heller Center) is hired by the Dean after a national search by a committee of faculty affiliated with the center or gallery and chaired by the Faculty Director of said center or gallery. Curators hold a terminal degree in curation of collections and/or built heritage. Curators report directly to the Dean of LAS, and if curating a historical property, archives, or collections, may report secondarily to the Dean of the Kraemer Family Library. Their duties are assigned by the Faculty Director in consultation with the Dean(s), and their performance is evaluated by the Dean.

D. College committees

LAS has four types of College committees: standing committees, advisory committees, ad hoc committees, and staff committees.

1. Standing committees

These are faculty-only committees. The faculty on standing committees make decisions for the College that stand without requiring an additional vote by the full faculty.

2. Advisory committees

These committees are advisory to the LAS Dean and are composed of faculty and, where appropriate, staff. The role of these committees is to evaluate pertinent information and make recommendations to the Dean for careful consideration. In a timely manner, the Dean shall then inform the committee of his or her decision regarding those recommendations.

3. Ad hoc committees

These are committees of faculty convened by the LAS Dean as needed. Participating faculty may be selected through the election process (see Article III.B), depending on the timeframe and mission of the committee.

4. Staff committees

These committees address issues of concern to College staff and are composed of staff members selected by the LAS Dean.

Article II – LAS Chairs and Directors Council

A. Role

The LAS Chairs and Directors Council (hereafter ‘Council’) is advisory to the Dean. The Council is the major deliberative and advisory body on general academic issues and operational matters of interest to the College. Voting membership of the Council consists of all eligible Department Chairs, Academic Program Directors, and Academic Service Program Directors in the College. The Council both articulates and conveys the will of LAS academic constituents to the Dean in matters relating to the University’s and College’s academic enterprise and assists the Dean in administering and leading the College.

B. Eligibility

Eligibility to vote on Council matters is determined by whether a department or program is degree-granting. In no case shall a department or program have more than one vote regardless of the number of degree programs housed therein.

Representatives of other programs, centers, or initiatives may be invited to attend Council meetings by the Dean, and shall then be welcome to contribute to discussion, but shall not be eligible to vote.

The determination of any additional voting members of the Council shall be at the discretion of the Dean following an advisory vote from the seated Council members.

C. Powers and functions

In cooperation with the established Committees designed to address the following topics through formal measures, the Council shall be responsible for conveying the will of LAS Chairs and Directors to the Dean by reviewing, deliberating, and making recommendations about matters related to the following topics:

- educational policy;
- policies for instructional, research, and service programs within the College;
- the College's academic regulations and requirements;
- academic programs including new departments/disciplines, degree programs, certificate programs, and specialty programs in the College;
- program and/or degree disinvestment or discontinuance;
- the College's resource allocation plans;
- the College's admission standards and requirements; and
- the College's degree requirements.

As part of this process, the Council will receive updates from the Committees formally charged with developing and/or executing related policies to ensure clear and frequent communication between these Committees, the Faculty, and the Dean.

The Council will also 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 Council will be consulted by the Dean and participate in established LAS procedures for new faculty positions regardless of any initial funding for such positions by the campus, the system, or outside donors. The Council may also initiate review of College policies and procedures. The Council may consider and advise on matters within its purview that significantly affect the College, but it shall respect the governance structure of the University of Colorado Colorado Springs and of the University of Colorado, as well as the autonomy of other Schools and Colleges within the University. Proposed new policies and policy changes sent to the Dean by College advisory or ad hoc committees or by higher levels of University administration will be forwarded to the Council prior to any final action by the Dean. Upon request of twenty-five percent of Council members present at a meeting, action by the Council on such policies and/or policy changes will be postponed until after the next meeting of the Council (but not for more than one meeting) so that it may make a formal recommendation to the Dean.

Each eligible Chair and Director shall have one vote in any matter to be decided by a ballot of the Council, which includes all matters related to the Council's purview, as listed above. Proxy voting shall not be permitted.

D. Agenda

The Council shall meet as needed, but at least three times during each of the regular (Fall and Spring) semesters. Additional meetings may be called by the Dean or by a petition of at least twenty-five percent of voting Council members. Written (electronic) notice of, and the agenda for, all Council meetings shall be provided to Council members at least 48 hours in advance of the meeting time. It is expected that all voting Chairs and Directors attend all Council meetings. In the event a voting Chair or Director cannot attend a meeting, that member may send a proxy to represent their department in the meeting.

The Council agenda shall be established by the Dean, who must extend an open request to Chairs and Directors for additional agenda items no later than one week prior to the written (electronic) notice of, and agenda for, the meeting.

The Dean shall follow best practices regarding the creation of a timed agenda, to include (but not be limited to): approval of minutes, reports of visitors (if any), reports from Faculty Assembly, reports of administrators (Dean, Associate/Assistant Deans), College Committee reports, and reports or announcements from Chairs and Directors. The agenda shall include old and new business sections.

Article III - Faculty Governance

A. College Faculty Meetings

All issues affecting College faculty and academic processes and programs must be referred to the College faculty per Regent law ([Article 5, section 5.E.5, Principles of Participation](#)). Such issues shall be addressed through the following process.

1. There shall be at least one College Faculty Meeting each semester, to be held near the end of the semester.
2. Any additional College Faculty Meeting(s) may be called, either by the Dean or by a group of LAS faculty with the concurrence of the Chairs and Directors Council, with notice given in writing at least 14 calendar days in advance (email suffices).
3. To ensure both transparency concerning, and the opportunity for full consideration of, any proposed revisions to existing College policies and procedures that may affect multiple constituents, these proposed revisions must be presented for faculty discussion and, where appropriate, developed as formal

motions for a vote by the full faculty. Any proposal or motion to be discussed must be circulated in writing (electronically) at least 14 calendar days prior to a Faculty Meeting. No vote on a motion may take place without an opportunity for discussion.

4. Proposals for discussion and motions may originate with standing College committees or with the Dean. Faculty with particular interests or concerns should work through the appropriate College committee(s) or the Dean's office to bring those proposals before the faculty for discussion. Any proposal or motion must be submitted to the Dean's office at least 14 calendar days prior to a College Faculty Meeting to allow College faculty adequate time for review (see Appendix X). Basic parliamentary principles and procedures, as outlined in *Robert's Rules of Order, Revised*, shall govern all discussion, consideration, and action, if appropriate, regarding any proposal or motion brought before the Faculty (see Appendix W).
5. Within the meeting, voting will take place only to decide whether to take actions on motions and what those actions should be. Voting on the motions themselves will be done electronically and must be accessible to all rostered faculty (see Appendix W). In case of a tie vote on a motion, the motion does not carry.
6. A vote in the Faculty Meeting will typically be a show of hands. A closed ballot shall be permitted if requested by a single faculty member present. Action on a motion may only occur if at least four faculty members of each division within LAS are present at the relevant College Faculty Meeting. The Dean and Associate/Assistant Dean(s), although they may be faculty, do not vote in this process.
7. Issues for discussion at a full College Faculty Meeting may also originate with (a) member(s) of the Chairs and Directors Council, which shall serve as a conduit for issues raised by the faculty at large. These shall be forwarded at least 14 calendar days prior to the Meeting to the Dean's office for inclusion on the agenda.
8. Time for a brief report from each College committee, including Chairs and Directors Council, shall be included in the agenda at each College Faculty Meeting. Each committee shall be responsible for determining which member(s) shall present this report.
9. Time permitting, each College Faculty Meeting will conclude with an open forum. Announcements, recognition items, and general discussion items may be shared at this time.
10. College Bylaws must be reviewed every five years by a committee of rostered faculty, and any proposed changes must go to all rostered LAS faculty for vote at the spring College Faculty Meeting (see Appendix X).

B. Faculty voting

For purposes of voting on issues pertaining to the Bylaws, motions raised in the Faculty

Meeting, or other appropriate issues of general governance of the College as may arise, each rostered faculty member in the College shall be entitled to one vote. Proxy voting shall not be permitted.

C. Faculty elections to committees

College faculty elections to committees shall be conducted through the following process.

1. A nominating period shall occur prior to any election of committee members. This period shall begin no later than three weeks prior to the election and end no later than one week prior to the election.
2. Rostered faculty may self-nominate or may be nominated by others. Nominees must accept their nomination in order to appear on the faculty election ballot.
3. The ballot shall be circulated electronically to all rostered faculty at least one week prior to the election.
4. The voting period shall be limited to one week, after which date the results shall be tallied by Dean's office staff and shall be communicated to the Faculty.
5. Election of a committee member shall require a simple majority of votes cast for that position even when there is only one candidate on the ballot. The designation of "null vote" shall be available for each elected position. In the event of a tie (among two or more faculty candidates) a runoff election shall be conducted following the same procedures.

Article IV – Faculty Committees

A. Membership and organization of LAS Committees

In general, to ensure broad representation of LAS interests, two faculty representatives from each division of LAS shall be elected to and eligible to vote in each LAS committee. An Associate or Assistant Dean shall serve as an *ex officio* member with no vote. All committee members, especially the *ex officio* and other non-voting Dean's Office representatives, should be sensitive to the power dynamics they inhabit and should support, rather than dominate, committee discussion. On college committees where they serve, Associate or Assistant Deans serve *ex officio* as non-voting members to offer the Dean's Office's insight, information, and guidance regarding state, system, campus, and college policies and bylaws to ensure compliance and regarding potential impacts of committee decisions on other units on campus, the system, and/or state level entities. Additionally, *ex officio* members are present to answer questions from committee members to aid in the functioning of the committee. The *ex officio* may recommend agenda items to the committee's chair(s).

In some cases, faculty may request that staff from the Dean's office collaborate to organize the business of the committee. In those cases, a staff member may sit as an *ex officio* member of the committee but shall not be eligible to vote.

Committee service terms are three years for faculty, except in cases where it is necessary to stagger terms for a committee to maintain continuity across terms. In such cases, terms may be extended or shortened by committee vote for no more than two members at a time and for no more than one year each. Should an elected committee member go on sabbatical or resign their position before their term is completed, that member shall seek a replacement for the period of their absence without an election as long as the committee approves the replacement. Should an emergency replacement for an elected committee member be required due to circumstances beyond their control, the chair of the committee will solicit the LAS Faculty to serve on that committee, and a suitable volunteer replacement Faculty member shall be appointed with a simple majority vote of the committee; should the emergency replacement committee member be the chair of the committee, a new committee chair will be elected by a majority vote of the remaining committee members, and that new committee chair will solicit a replacement faculty member, as above. Any emergency replacement committee member joining a committee in the middle of a term shall be eligible to serve the remainder of that three-year replacement term. The replacement faculty shall only serve two additional three-year terms, contingent on their election to that committee by the LAS Faculty.

Exceptions to these rules include the Committee on Academic Progress (CAP), which shall include a military science member with voting rights and a staff member from Academic Advising who shall serve *ex officio* without voting rights, and the Fees Committee, which shall include only one faculty member from each division and three student representatives, each of whom shall be eligible to vote.

B. Term limits for committees

Faculty may serve on a standing committee or an advisory committee for up to three consecutive three-year terms. Faculty may stand for election to the same committee again following a three-year period.

Faculty may serve for up to two one-year terms on an ad hoc committee before standing for election by the faculty. Once elected, they shall serve a regular service term of three years, unless the work of the committee is finished prior to that date.

C. Standing Committees and their regulation

LAS standing committees are those committees that, at the College level, parallel the standing committees of Faculty Assembly and Faculty Council, or are longstanding fundamental core committees whose members are elected by LAS faculty vote. Standing committees include the Admissions Committee, the Curriculum and Requirements Committee (C&R), the Online Committee, the Research Committee, the Teaching Committee, and the DEI Council. Each standing committee is governed by a set of internal bylaws, policies, and procedures that shall be approved by vote of its voting members and that shall be made available in electronic form to the College.

1. Admissions Committee

Purview

The Admissions Committee serves as an advisory body to the LAS Faculty. Duties are to review applications from first-year or transfer students whose qualifications do not meet the criteria for guaranteed admission, to make decisions on admission each week in cooperation with the Office of Admissions, and to determine conditional admission requirements for individual students or groups of students.

Structure

Composed of one faculty member from each division plus one at-large faculty member, all elected through College vote, in addition to the Director of MOSAIC and two staff members from Admissions.

Meetings

This committee shall meet weekly throughout the year, including summer, in a rotating fashion: each meeting shall include one faculty member, one staff member from Admissions, and the Director of MOSAIC. Recommendations on the admission status of each student reviewed shall then be made (by vote of the faculty member and admissions staff member) to the Director of Admissions.

2. Curriculum and Requirements Committee (C&R)

Purview

C&R reviews all new LAS courses at the undergraduate and graduate level and provides advice and guidelines with respect to new academic programs and LAS degree requirements. Recommendations of C&R are submitted to the Faculty for final approval as specified in LAS Policies and Procedures.

Structure

Membership shall consist of two faculty members from each division plus one at-large member, all elected by the Faculty. The Chair shall be elected by committee members. *Ex officio* members, with no vote, shall include an Associate or Assistant Dean, an advisor from the Academic Advising Office, individuals from the LAS Dean's Office staff, an LAS student, and a representative from the Library.

Meetings

C&R shall meet monthly to review courses and other proposals.

3. Online Fee Committee

Purview

The Online Fee Committee shall act as the principal advisory board to the Dean on matters concerning disbursement of the College's portion of online fees. The committee shall create guidelines for the distribution of these fee monies, send out calls for departmental and faculty proposals, and review and rank those proposals before submission to the Dean.

Structure

Membership shall consist of two faculty members from each division plus one at-large member, all elected by the Faculty. The Chair shall be elected by committee members. An Associate or Assistant Dean shall serve as an *ex officio* member with no vote. A member of the LAS Dean's Office staff shall serve as an *ex officio* representative on the committee.

Meetings

The committee shall meet as needed.

4. Research Committee

Purview

The primary purpose of the Committee is to maintain and, where possible, improve the quality of research and creative works within the College. To this end, it is charged with developing measures for improving faculty and student research and establishing a program of faculty development. The committee shall advocate to the Dean and to the Associate Vice Chancellor for Research (AVCR) for the importance of excellence in research and creative works to the College, as well as for infrastructure and resources needed to support these activities. The committee shall also advocate for the involvement of students in high-quality experience in undergraduate and graduate research, scholarship, and creative activities. The committee is also responsible for selecting the recipient of the annual LAS Research Award and shall establish, regularly update, and disseminate to the College the procedures and criteria used in the evaluation of candidates. One member of the Committee shall be nominated to serve on the AVCR Faculty Research Council as an LAS Research Committee representative, with a term dictated by the bylaws of that committee.

Structure

Membership shall consist of two faculty members from each division, all elected by the

Faculty. The Chair shall be elected by committee members. An Associate or Assistant Dean shall serve as an *ex officio* member with no vote.

Meetings

This committee meets as needed during the academic year.

5. Teaching Committee

Purview

The Teaching Committee encourages the efforts of faculty members to improve individual teaching skills and to devise effective teaching tools and techniques. Further, the Committee suggests improvements in the evaluation of teaching, including sharing and facilitating teaching evaluation measures. The Committee also serves in an advisory role to the Dean in issues relating to teaching, as requested. Additionally, the Committee recognizes and awards superior achievements in teaching by making recommendations to the Dean for the following: 1) the annual LAS Teaching Awards across multiple categories, and 2) awards to faculty and students related to teaching and student mentorship through research (currently the *LAS Faculty-Student Research and Creative Works Awards*).

Structure

Voting members shall include two faculty from each division. *Ex officio* members, with no vote, shall include an Associate or Assistant Dean, a member of the Dean's office, and an LAS undergraduate or graduate student.

Meetings

Workload varies across the academic year. In-person meetings may be held monthly as needed, with other committee business addressed virtually through online meeting platforms or via email.

6. DEI Council

Purview

The LAS DEI (Diversity, Equity, and Inclusion) Council is charged with continuing assessment of how well LAS is meeting its DEI-related goals; evaluating ongoing DEI-related needs within the College and working with the Dean's office to develop action plans to meet those needs; and providing opportunities for LAS faculty, staff, and students to address issues related to faculty and staff hiring and retention, mentorship, discrimination, harassment, and academic freedom.

Structure

This committee is composed of two faculty members from each division and one at-large member, all elected through College vote, and an *ex officio* Associate or Assistant Dean appointed by the Dean. Elected members shall serve a three-year term, with staggered terms for continuity.

Meetings

This committee shall meet at least three times per semester during the academic year.

D. Advisory Committees and their regulation

These committees are advisory to the Dean. Committee decisions are presented in writing to the Dean based on faculty vote (simple majority). Advisory committees include the Dean's Review Committee (DRC), the Dean's IRC Review Committee (DIRC), the Budget and Planning Committee (B&P), Chairs and Directors Council (C&D), the Committee on Academic Progress (CAP), the Fee Advisory Committee (Fees), the Grievance Committee, and the Committee on Policy & Procedures (P & P).

1. Dean's Review Committee for Reappointment, Promotion, and Tenure ("DRC for RPT")

Purview

The DRC for RPT assists and advises the Dean in personnel matters related to retention, promotion, and tenure.

*See [UCCS Policy 200-001, Reappointment, Promotion, and Tenure](#) for more information.

The DRC for RPT is responsible for the following:

1. Reviewing all dossiers and related recommendations from the primary unit evaluation committees for reappointment, promotion, and tenure which are voted on, summarized, and forwarded to the office of the Dean.
2. Advising the Dean about the appropriateness of forwarded recommendations from primary unit committees in three areas of promotion and tenure:
 - Procedural correctness of the recommendation
 - Proper application of Regental and system standards to the recommendation
 - Proper application of primary unit criteria to the recommendation
3. Advising the Dean with respect to the granting of Emerita/Emeritus status.
4. Representing the College as a whole, not the individual departments from

which they come.

5. Guaranteeing that standards, policies, and criteria at all levels are being applied with reasonable consistency and good stewardship.

Structure

Membership shall consist of two tenured faculty members from each division, plus one at-large member, all elected by the Faculty. Chair of the DRC for RPT shall be elected by committee members. The majority of committee members must be full professors; faculty at the level of Associate Professor cannot review and vote on dossiers for promotion to full professorship.

Meetings

Meets as needed during the year.

2. Dean's Review Committee for Annual Merit Review ("DRC for AMR")

Purview

The DRC for AMR assists and advises the Dean in personnel matters related to annual performance of tenured and tenure track faculty.

*See UCCS Policy 200-001 <https://las.uccs.edu/policies-procedures-manual> for more information on LAS guidelines for Annual Review and <https://provost.uccs.edu/tenure-documents> for primary unit policies.

The DRC for AMR is responsible for the following:

1. Reviewing annual merit self-evaluations and chair/director evaluations for all tenured and tenure track faculty in accordance with departmental/unit standards, and forwarding DRC merit recommendations to the office of the Dean.
2. Advising the Dean about the appropriateness of forwarded recommendations from department leadership and chairs in three areas:
 1. Procedural correctness of the recommendation
 2. Proper application of Regental standards to the recommendation
 3. Proper application of primary unit criteria to the recommendation
3. Representing the College as a whole, not the individual departments from which they come.
4. Guaranteeing that standards, policies, and criteria at all levels are being applied with reasonable consistency and good stewardship.

Structure

Membership shall consist of two tenured faculty members from each division, plus one at-large member, all elected by the Faculty. The Chair of the DRC for AMR shall be elected by committee members. Committee members must be tenured faculty.

Meetings

Meets as needed in the fall semester.

3. Dean's IRC Review Committee (DIRC)

Purview

The DIRC assists and advises the Dean in the review of dossiers submitted for consideration in the promotion of Instructional, Research, and Clinical (IRC) Faculty, including providing a recommendation for or against promotion, and numerically scoring performance as part of the annual performance/merit review process, on a scale to be determined by the Committee in consultation with the Dean. Instructional faculty receive the designation of Assistant, Associate or Teaching Professor. Only those members who have attained the rank of Associate Teaching Professor shall participate in deliberations and voting for those under consideration for promotion from Assistant Teaching Professor to Associate Teaching Professor. Similarly, only those members who have attained the rank of Teaching Professor shall participate in deliberations and voting for those under consideration for promotion from Associate Teaching Professor to Teaching Professor. The DIRC serves as advisory to the Dean on issues that pertain to IRC faculty.

Structure

The DIRC is made up of seven IRC faculty, two from each division, who are in the rank of Associate Teaching Professor or above. The seventh position can be from any division and is an at-large member. DIRC members shall be elected by faculty. The ballot shall be distributed in the spring semester along with other LAS committee ballots. Should the positions not be filled after the voting process, the Dean shall appoint willing members to fill those positions. Terms shall be three years, and membership should be staggered so that not all members are replaced at once. Chair shall be elected by Committee members and is eligible for renewable one-year terms.

Meetings

DIRC shall meet as necessary during the academic year for annual IRC performance evaluations and promotions. DIRC may meet at other times as requested by the Dean or decided upon by the chair of the committee, to discuss and advise the Dean on IRC issues.

4. Budget and Planning Committee (B&P)

Purview

B&P is advisory to the Dean on matters concerning budget and planning priorities. B&P shall review and discuss budget proposals coming from the College before submission to the Vice Chancellor for Administration and Finance and shall be the principal advisory board to the Dean in any situations of fiscal crisis, including potential financial exigency. Additionally, B&P will: 1) provide the Dean with advice and recommendations for new academic, research, and service initiatives; 2) work collaboratively with the Dean, Chairs & Directors Council, Program Directors, and Faculty to create and annually review a College Strategic Plan; and 3) provide advice and guidelines for new academic, research, and service developments that substantially involve budget matters, new initiatives, or inter-college or -campus proposals.

Structure

Membership shall consist of at least two faculty members from each division, all elected by the Faculty, and two staff members. The Chair shall be elected by committee members. An Associate or Assistant Dean shall serve as an *ex officio* member with no vote. The financial manager or financial assistant to the Dean shall be an *ex officio* member of the committee.

Meetings

B&P shall meet as needed. Either the Chair or the Dean may call meetings.

5. Chairs and Directors Council (C&D)

See Article II: LAS Chairs & Directors Council.

6. Committee on Academic Progress (CAP)

Purview

CAP serves as a review board that handles student petitions for exceptions to the academic policies and requirements of the College (e.g., exceptions to the residency requirement, acceptance of more than the maximum number of major hours, or substitution of courses to fulfill area requirements). It also considers certain requests for reinstatement from suspension and adjudicates matters of academic honesty.

Structure

Voting membership shall consist of two faculty members from each division, elected by the Faculty; one ROTC representative who shall be an Assistant Professor of Military Science selected by the Professor of Military Science from the US Army or an Assistant Professor of Aerospace Studies selected by the Professor of Aerospace Studies on campus; and a student representative appointed through the Academic Advising Office. The Chair shall be elected by committee members. An Associate or Assistant Dean shall serve as an *ex officio* member with no vote. *Ex officio*, non-voting members shall include an advisor from the Academic Advising Office, and an individual from the LAS Dean's Office staff.

Meetings

CAP shall meet monthly during the academic year.

7. Fee Advisory Committee (Fees)

Purview

The Fee Advisory Committee reviews unit proposals to request new mandatory student fees or to increase, decrease, discontinue, or change the original intent of an existing fee. Recommendations from the committee may include approving or denying the unit new fees, recommending increases or decreases to the proposed fees, or requesting additional information from the relevant unit chair. Committee advises the Dean who sends recommendations to the campus and the Board of Regents.

Structure

Voting membership shall consist of four faculty, to include one representative from each division (tenured, tenure-track, or IRC), and one at-large member from the IRC faculty; and three students, one of whom shall be a student government representative. There must be at least one voting tenure-track faculty member on the committee. The Chair shall be elected by committee members. An Associate or Assistant Dean shall serve as an *ex officio* member with no vote. *Ex officio*, non-voting members shall include two members of the LAS Dean's Office staff, one of whom shall serve as recording secretary.

Meetings

The Committee shall meet in early fall for an instructional and organizational meeting to review bylaws and relevant historical proceedings. The Committee shall hold the first review meeting during the month of October to review proposals and make recommendations.

8. Grievance Committee

Purview

The Grievance Committee reviews faculty (TT, IRC, and Lecturer) concerns involving but not limited to disputed personnel, merit, academic freedom, academic rights, and salary matters brought to it by faculty within the jurisdiction of the College, subject to Regental Law. All grievances may be addressed to any member of the Committee. If the concern is outside the purview of the Committee, the grievant shall be directed to the appropriate venue to handle it. If the case warrants full deliberation, the Committee shall meet and forward its recommendations to the Dean's office and inform the grievant of its findings. If the grievance is directed at the Dean or if the Dean overrides the Committee's recommendation, the grievant may appeal the Dean's decision to the Office of the Provost for further consideration. The Grievance Committee is advisory to the Dean.

Structure

The Grievance Committee consists of seven faculty members, three of whom are TT faculty who are elected (one per division) and three of whom are IRC faculty who are elected (one per division). The seventh member (Faculty Advocate) is a faculty member recommended to the Chair by the grievant to serve as an advocate for the grievant and who can speak to the substance of the grievance. The faculty member submitting the grievance may neither sit on the committee to review their own case nor serve as advocate for themselves. The Faculty Advocate must be approved by the committee by majority vote and is not required to attend the committee's meeting about the grievance. Committee members may not serve concurrently on the DRC or DIRC. The Chair is chosen by the Committee and rotates annually.

Meetings

This committee meets as needed and shall be called to order upon request of the Chair or the Dean. All grievances that proceed for deliberation shall be reviewed and decided by this committee within one month of their submission. The Chair will convey the decision of the Committee to the grievant and the Dean, who may ask to meet with the full Committee as well.

Procedure

1. If a grievance is verbal communication with any member of the committee, ascertain if a formal grievance is warranted; otherwise, redirect to Faculty Relations Manager and/or to mediation and/or HR and/or OIE. If warranted and in writing, ask to commence the committee within one week. In the meantime, the Chair will communicate with grievant

to optionally add a seventh member, an advocate for the grievant, in time for the first committee meeting.

2. At the first meeting/e-mail exchange,
 - a) The Chair will question everyone about any conflict of interest that warrants recusal from discussing the case, emphasizing the need for impartiality in considering the grievance. Recusal may also take place if and when IRC or junior TT members of the committee may feel vulnerable in assessing specific grievance having to do with administrators.
 - b) The Chair will request temporary replacement for recused members and proceed to share the grievance with the committee.
 - c) The Chair will set another meeting within two weeks.
3. At the second meeting (in person/or virtually),
 - a) The committee will discuss the merits of the grievance and which parts are within the purview of the committee (as per LAS Bylaws). It will vote on which part(s) to continue investigating.
 - b) The committee will invite the grievant to send any additional relevant data not included in the official grievance.
 - c) The Chair will also share the grievance with those identified therein.
 - d) The committee will draft questions for those named in the grievance as well as others we think may shed light on the issues and send them to them, asking for a response within one week. Those contacted have no legal obligation to respond.
4. At the third meeting (in person/or virtually),
 - a) The committee will discuss the responses and decide how to proceed with recommendations to the Dean.
 - b) The Chair should collect comments and draft a recommendation.
5. After review of the draft recommendation and vote by the committee, a final draft should be sent to the Dean.

Minutes shall be kept of each step and for confidentiality sake be kept by the Chair.

*It should be noted that when a campus-wide policy on grievance is formally adopted by UCCS the details of the Bylaws and Procedures of this committee may be revised.

9. Committee on Policy and Procedures

Purview

The Committee on Policy and Procedures is advisory to the Dean. The committee is charged with reviewing existing policies and procedures, including: 1) eliminating policies and procedures that are otiose, redundant, or inconsistent with other College,

campus, and system-wide policies and procedures; 2) adding policies and procedures where needed and clarifying existing policies and procedures; and 3) discussing the benefits of separating policies from procedures and of composing bylaws for the College. The Committee shall regularly revisit the Bylaws and Policies & Procedures and update as necessary.

Structure

This committee is composed of two faculty members from each division and one at-large member, all elected through College vote, and an *ex officio* appointed by the Dean. An Associate or Assistant Dean shall serve as an *ex officio* member with no vote.

Meetings

This committee shall meet at least monthly during the academic year.

Procedure

1. Identify a need for “change” – either revision of or addition to – the Bylaws: changes in Regents or Campus policy that affect the college.
2. Can be proposed by individual faculty members or by any LAS Committee
3. The proposed changes must be specific and include both the existing text of the current LAS Bylaws and the proposed modifications, identifying the exact section(s) throughout the document where they are warranted. A rationale for the proposed change should be provided.
4. The request should be sent to the Chair of P&P. The Chair will circulate the proposed changes to the Committee for review, which will then be discussed by the Committee at the regularly scheduled monthly meeting. The proposed changes need to be submitted prior to the scheduled P& P monthly meeting and well in advance of the scheduled LAS Spring/Fall Faculty Meeting date to ensure timely review and the inclusion in the agenda for the upcoming LAS faculty meeting.
5. The Committee will vote to either move forward with the proposed changes, or seek clarification or revisions to them, or to not move forward with them.
 - a. If revisions are proposed by P&P, the Chair will return them to the individual or Committee originally proposing them; then they should be returned to the Chair of P&P in a timely manner.
 - b. If accepted by a vote of the Committee “as is,” the proposed revisions to the Bylaws will be forwarded by the P&P Chair to the Dean’s office for inclusion in the Agenda of the next LAS Faculty Meeting.

6. Upon finalizing the Agenda of the LAS Faculty Meeting (either Fall or Spring), the Chair of P&P will consult with the person/Committee proposing the changes and agree on who shall present them during the meeting.
7. Upon the vote of the LAS faculty to accept the proposed changes, the Chair of P&P will ensure the incorporation of the changes into the LAS Bylaws by the Dean's office.

E. Ad Hoc Committees and their regulation

The Dean may create ad hoc committees and shall prescribe their purpose. Ad hoc committees generally function as advisory committees unless their purpose is clearly prescribed otherwise.

Faculty on ad hoc committees shall be elected with equal representation from the divisions. Should a committee be needed on an immediate short-term basis, the Dean may appoint faculty to serve for one year, renewable for a second year. If the committee work continues past the second year, all members must be elected by the LAS faculty and shall serve a regular three-year service term.

F. Staff Committee

1. Staff Advisory Committee (SAC)

Purview

The Staff Advisory Committee reviews staff needs; conducts staff surveys; facilitates communication between staff and Deans; provides a voice of advocacy for staff in the College; and promotes opportunities for staff within the College, including professional development opportunities. The SAC must be notified and consulted on matters of the College that impact staff.

Structure

Comprised of five staff members from across the units of LAS. Each member shall serve for a term of one year. The Chair shall be elected by committee members.

Meetings

SAC shall meet three times per calendar year at a minimum.

Article V - Amendments and Approval

Amendments or additions to this document, other than the changes to standing committees described above, require ratification by a simple majority of those rostered faculty who participate in a vote. Voting on such changes shall occur electronically over a period of not less than one week.

Notice of any proposed amendment or addition to these College bylaws shall be distributed electronically to all rostered faculty at least fourteen calendar days before a College Faculty Meeting. Motions to amend these bylaws may be placed on the agenda of any regular or special meeting of the faculty so long as the above prior notice of motion requirement is met. Motions to amend these bylaws shall be sent to rostered faculty for a vote if such is the recommendation of the majority of the faculty at that meeting following discussion.

The entire set of College bylaws, policies, and procedures shall be posted on the College website and accessible to faculty within the College.

The Committee on Policies and Procedures shall regularly revisit the Bylaws and Policies & Procedures and update as necessary.