

## EXCERPTED FROM BYLAWS OF THE FACULTY SENATE (Amended 12.08)

### Article V: Department Bylaws Policy

As part of effective governance, each department or functional equivalent shall have developed and approved a set of bylaws.

In order to ensure that each department has adequate Bylaws, which conform to the policies listed below, and to form a consistent governance structure, completed Bylaws will be sent to the Faculty Senate for review by the Executive Committee to determine if they conform to this policy.

1. Bylaws must not:
  - a. Contradict state or federal regulations and UW-System and UW-Superior policies.
  - b. Restrict the prerogatives of members and faculty or staff in an illegal manner.
  - c. Assume authority or give directives to persons holding positions outside the department.
2. Bylaws:
  - a. Must define procedures for making recommendations regarding recruitment, new appointments, retention decisions, tenure decisions, promotions, and performance evaluations of department faculty.
  - b. Must define a mechanism for electing a department chair.
  - c. Must define the role and responsibility of faculty and staff in governance of the department, i.e. curriculum planning and review, educational activities and faculty personnel.
  - d. Must identify standing committees, define procedures for the selection of members, describe the qualifications of members, establish procedures for the committee(s) to follow and provide charges for the committees(s).
  - e. Must define the general and the voting membership of the department, specifying the difference.
  - f. Must describe or define expectations the department has about its members, their actions, responsibilities and roles.
  - g. Must provide for changes or revisions when needed in the Bylaws themselves.
  - h. Should provide a procedure or mechanism for the resolution of conflict between department members and the chair or each other within the department's structure.
  - i. May include explicit statements about policies, assumptions, positions, and any other items that are pertinent to the departments' operation as a unit.
  - j. May define procedures and state policies for the chair to follow in conducting the department's business as these actions pertain to the primary responsibility areas of the faculty.
3. Amendments to Bylaws will be developed by the department and sent to the Faculty Senate.

4. Departments will submit their Bylaws for review to Faculty Senate within one year of the date of the documents adoption. Feedback will be provided if the department so requests.
5. The department chair is the chief administrator and representative of the department or functional equivalent in its day to day activities.
6. Copies of department Bylaws are available from the department chair.
7. Department chair selection:
  - a. All departments will have a mechanism for electing a department chair. This method shall be designed by the voting members of the department and shall provide for the decision of the department to be transmitted to the vice-chancellor, who will then make a recommendation to the chancellor.
  - b. If the chancellor or vice-chancellor finds the decision unacceptable she or he will inform the department in writing. The chancellor or vice-chancellor may then request additional recommendations from the department.