Statutes

# ARTICLE III. CAMPUSES, COLLEGES, AND SIMILAR

**CAMPUS UNITS**

## Section 1. The Campus

1. The campus is the largest educational and administrative group. It is composed of colleges, schools, institutes, and other educational units in conjunction with administrative and service organizations.
2. The legislative body for the campus shall be the campus senate, as provided in Article II, Section 1.
3. The transfer of any line of work or any part thereof from one campus to another shall be made on the recommendation of the senates and chancellors/vice presidents of the campuses involved, the University Senates Conference, and the president upon approval by the Board of Trustees.
4. The chancellor/vice president, under the direction of the president, shall be the chief executive officer of the campus, as provided in Article I, Section 5.
5. There shall be a provost and vice chancellor for academic affairs or equivalent officer at each campus who shall be the chief academic officer under the chancellor/vice president for each campus and will serve as chief executive officer in the absence of the chancellor/vice president.
6. There may be additional vice chancellors with campus-wide responsibilities and other administrative officers with responsibilities and duties as delegated by the chancellor/vice president.
7. Vice chancellors shall be appointed annually by the Board of Trustees on the recommendation of the chancellor/vice president and the president. The chancellor/vice president shall on the occasion of each appointment seek the advice of the executive committee of the campus senate. The executive committee may seek the counsel of other campus bodies in preparing its advice.

## Section 2. The College

1. The college is an educational and administrative group comprised of departments and other units with common educational interests.
2. The faculty of a college shall be constituted as specified in Article II, Section 3a (1). The college shall be governed in its internal administration by its faculty under bylaws established by the faculty, as specified in Article II, Section 3b.
3. Subject to the jurisdiction of the senates as provided in Article II, Section 1, the college shall have jurisdiction in all educational matters falling within the scope of its programs, including the determination of its curricula, except that proposals which involve budgetary changes shall become effective only when the chancellor/vice president has approved them. The college has the fullest measure of autonomy consistent with the maintenance of general university educational policy and correct academic and administrative relations with other divisions of the University. In questions of doubt concerning the proper limits of this autonomy between the college and the senate, the college shall be entitled to appeal to the chancellor/vice president for a ruling.
4. The transfer of any line of work or any part thereof to or from a college or to or from some other educational or administrative group within a campus shall be made on the recommendation of the appropriate senate and the chancellor/vice president and on approval of the president.
5. The faculty shall elect its secretary and committees.
6. An executive committee of two or more members elected annually by and from the faculty of the college by secret written ballot shall be the primary advisory committee to the dean of the college. It shall advise the dean on the formulation and execution of college policies and unless otherwise provided by the faculty of the college on appointments, reappointments, nonreappointments, and promotions and shall transact such business as may be delegated to it by the faculty. The faculty may determine the size of its executive committee and may choose to elect its members for two- or three-year staggered terms. Not more than one-half of the membership of the executive committee shall be from one department or comparable teaching unit of the college. The dean is *ex officio* a member and chair of the committee. While the executive committee is in session to prepare its advice on appointment of the dean or to review the dean’s performance, the dean shall not be a member and the committee shall be chaired by a committee member elected by the committee for that purpose.

## Section 3. The Dean

1. The dean is the chief executive officer of the college, responsible to the chancellor/vice president for its administration, and is the agent of the college faculty for the execution of college educational policy.
2. The dean shall be appointed annually by the Board of Trustees on recommendation by the chancellor/vice president and the president. On the occasion of each recommendation, the chancellor/vice president shall seek the prior advice of the executive committee of the college concerned. The performance of the dean shall be evaluated at least once every five years in a manner to be determined by the college faculty.
3. On recommendation of the dean and the chancellor/vice president, the president may appoint annually associate or assistant deans as required.
4. The dean shall *(1)* call and ordinarily preside at meetings of the college faculty to consider questions of college and departmental governance and educational policy at such times as the dean or the executive committee may deem necessary but not less frequently than once in each academic year; *(2)* formulate and present policies to the faculty for its consideration, but this shall not be interpreted to abridge the right of any member of the faculty to present any matter to the faculty; *(3)* make reports on the work of the college; *(4)* oversee the registration and progress of the students in the college; *(5)* be responsible for the educational use of the buildings and rooms assigned to the college and for the general equipment of the college as distinct from that of the separate departments; *(6)* serve as the medium of communication for all official business of the college with other campus authorities, the students, and the public; *(7)* represent the college in conferences, except that additional representatives may be designated by the dean for specific conferences; *(8)* prepare the budget of the college in consultation with the executive committee of the college; and *(9)* recommend the appointment, reappointment, nonreappointment, and promotion of members of the academic staff. Regarding appointments, reappointments, nonreappointments, and promotions, the dean shall consult with the appropriate departmental

chair(s) and executive committee(s), or department head(s) who shall provide the dean with the advice of the advisory committee or other appropriate committee as specified in the department bylaws. Recommendations to positions on the academic staff shall ordinarily originate with the department, or in the case of a group not organized as a department with the person(s) in charge of the work concerned and shall be presented to the dean for transmission with the dean’s recommendation to the chancellor/vice president. In case a recommendation from a college is not approved by the chancellor/vice president, the dean may present the recommendation to the president, and, if not approved by the president, the dean with the consent of the Board of Trustees may present the recommendation in person before the Board of Trustees in session.

## Section 4. The School and Similar Campus Units

1. In addition to colleges and departments, there may be other units of a campus, such as a school, institute, center, hospital, and laboratory, of an intermediate character designed to meet particular needs.
2. Such a unit organized independently of a college shall be governed in the same manner as a college.
3. The school organized within a college is an educational and administrative unit composed primarily of academic subunits. The subunits are related and have common interests and objectives but emphasize academically distinct disciplines or functions. The faculty of each subunit shall have the power to determine such matters as do not so affect relations with other subunits of the school or with units outside the school that those relations properly come under the supervision of larger administrative units.
4. Governance of schools and similar campus units within a college:
	1. The internal structure, administration, and governance of a school within a college shall be determined by its faculty under bylaws established by the faculty. Bylaws of the school shall be consistent with those of the college.
	2. The school has the fullest measure of autonomy consistent with the maintenance of general college and university educational policy and with appropriate academic and administrative relations with other divisions of the University. In questions of doubt concerning the proper limits of this autonomy, the school may appeal directly to the dean and the executive committee of the college and shall be entitled to appeal subsequently to the chancellor/vice president.
	3. An executive committee selected according to the bylaws of the school shall be the primary advisory body to the director of the school. The director is *ex officio* a member and chair of the committee. The executive committee shall advise the director on the formulation and execution of school policies and unless otherwise provided by the faculty of the school on appointments, reappointments, nonreappointments, and promotions. It shall advise the director on the preparation of the budget. The committee shall provide for the orderly voicing of suggestions for the good of the school, recommend procedures and committees that will encourage faculty participation in formulating policy, and perform such other tasks as may be assigned to it by the faculty of the school. Any faculty member shall be entitled to a conference with the executive committee or with any member of it on any matter properly within the purview of the committee. If the committee is in session to prepare its advice on appointment of the director or to review the director’s performance, the director shall not be a member, and the committee shall be chaired by a committee member elected by the committee for that purpose.
	4. Departments within a school shall be governed as specified in Article IV except that communications and recommendations to the college, campus or the University shall be transmitted through the school for approval, comment, or information as appropriate. Other subunits shall be governed by regulations set forth in the school bylaws.
	5. Executive officers of departments or subunits of a school shall be evaluated at least once every five years in a manner to be determined by the faculty of the school and college.
	6. An intermediate unit within a college, such as an institute, center, hospital, or laboratory in which academic staff appointments are made in accordance with Article X,

Section 1, shall be governed as a department as specified in Article IV. Other intermediate units within a college shall be governed as stated in the bylaws of the college.

## Section 5. The Dean or Director of a School or Similar Campus Unit

1. In a school or similar campus unit independent of a college, the chief executive officer shall be a dean or director appointed annually by the Board of Trustees on the recommendation of the chancellor/vice president and the president. On the occasion of each recommendation, the chancellor/vice president shall seek the prior advice of the executive committee of the faculty concerned. Within the school or similar campus unit, the duties of a director or a dean shall be the same as those of the dean of a college. The performance of the dean or director shall be evaluated at least once every five years in a manner to be determined by the faculty of the unit.
2. In a school or similar campus unit included within a college, the chief executive officer shall be a director appointed annually by the Board of Trustees on the recommendation of the dean of the college, the chancellor/vice president, and the president. On the occasion of each recommendation, the dean shall seek the prior advice of the executive committee of the unit. The director shall *(1)* call and ordinarily preside at meetings of the school faculty to consider questions of school and subunit governance and educational policy at such times as the director or the executive committee may deem necessary but not less frequently than once in each academic year; *(2)* formulate and present policies to the faculty for its consideration, but this shall not be interpreted to abridge the right of any member of the faculty to present any matter to the faculty; *(3)* make reports on the work of the school; *(4)* have general supervision of the work of students in the school; *(5)* be responsible for the educational use of the buildings and rooms assigned to the school and for the general equipment of the school as distinct from that of the separate subunits; *(6)* serve as the medium of communication for all official business of the school with the college, the students, and the public; *(7)* represent the school in conferences except that additional representatives may be designated by the director for specific conferences; *(8)* prepare the budget of the school in consultation with the executive committee of the school; and *(9)* recommend the appointment, reappointment, nonreappointment, and promotion of members of the academic staff. Regarding recommendations of appointments, reappointments, nonreappointments, and promotions of the members of the faculty, the director shall consult with the department’s or subunit’s executive officer who shall provide the director with the advice of the appropriate committee(s). Such recommendations shall ordinarily originate with the subunit or in the case of a group not organized as a subunit with the person(s) in charge of the work concerned and shall be presented to the director for transmission with the director’s recommendation to the dean of the college. The performance of the director shall be evaluated at least once every five years in a manner to be determined by the faculty of the school and college.

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# ARTICLE IV. DEPARTMENTS

## Section 1. The Department

* 1. The department is the primary unit of education and administration within the University. It is established for the purpose of carrying on programs of instruction, research, and public service in a particular field of knowledge. The staff of a department includes persons of all ranks who upon the recommendation of its head or chair are appointed or assigned to it. The faculty of a department shall be as specified in Article II, Section 3a of these ***Statutes***. All appointments which carry academic rank, title, or tenure indicative in any way of departmental association shall be made only after concurrence of the department(s) concerned.
	2. The department has the fullest measure of autonomy consistent with the maintenance of general college and university educational policy and correct academic and administrative relations with other divisions of the University. Should a dispute arise between the department and another unit of the campus concerning the proper limits of this autonomy, the department may appeal for a ruling directly to the dean and the executive committee of the college and, when the chancellor/vice president considers it proper, to the chancellor/vice president, who shall make a decision after appropriate consultation.
	3. A department may be organized either with a chair or with a head.

## Section 2. Department Organized with a Chair

1. The chair shall be appointed annually by the Board of Trustees on recommendation of the chancellor/vice president and the president after consultation with the dean of the college and with the executive committee of the department concerned. The performance of the chair shall be evaluated at least once every five years. As one component of this evaluation, views shall be solicited from the entire department faculty.
2. In each department organized with a chair, the executive committee shall recommend individuals for academic appointment in the department. With the consent of the executive committee or as specified in the department bylaws, persons who are not members of the department faculty may be invited by the chair to attend meetings of the department faculty but such persons shall have no vote.
3. The faculty of the department shall have power to determine such matters as do not so affect relations with other departments or colleges that they properly come under the supervision of larger administrative units.
4. In each department organized with a chair, there shall be an executive committee elected annually by and from the faculty of the department by secret written ballot. At least one- half of the members of the departmental executive committee shall be elected from those faculty members who have at least a 50-percent salaried appointment in the University. The faculty may choose to elect members of the executive committee for staggered two- or three-year terms. The chair of the department is *ex officio* a member and chair of the executive committee. The chair and the executive committee are responsible for the preparation of the budget and for such matters as may be delegated to them by the faculty of the department. In a department which has a faculty of not more than five members, the executive committee shall consist of the entire faculty. In all other cases, the size of the executive committee shall be determined by the faculty of the department. If the executive committee is in session to evaluate the chair’s performance, the chair shall not be a member and the committee shall be chaired by a committee member elected by the committee for that purpose.
5. In each department organized with a chair, that officer shall be responsible for the formulation and execution of departmental policies and the execution of University and college policies insofar as they affect the department. The chair shall have power to act independently in such matters as are delegated to the chair by the executive committee. The chair shall *(1)* report on the teaching and research of the department; *(2)* have general oversight of the work of students in the department; *(3)* collaborate with the executive committee in the preparation of the budget and be responsible for the expenditure of departmental funds for the purposes approved by the executive committee; and *(4)* call and preside at meetings of the executive committee and at meetings of the department faculty of which there shall be not fewer than one in each academic year for consideration of questions of departmental governance and educational policy. The chair together with the executive committee is responsible for the organization of the work of the department and for the quality and efficient progress of that work. Any faculty member shall be entitled to a conference with the executive committee or with any member of it on any matter properly within the purview of the committee.
6. In the administration of the office, the chair shall recognize the individual responsibility of other members of the department for the discharge of the duties committed to them by their appointments and shall allow proper scope to the ability and initiative of all members of the department.

## Section 3. Department Organized with a Head

1. The head of a department shall be appointed without specified term by the Board of Trustees on recommendation by the chancellor/vice president and the president after consultation with the dean of the college and all members of the department faculty. The head may be relieved of title and duties as head of the department by the chancellor/vice president on the recommendation of the dean of the college. The performance of the head shall be evaluated at least once every five years. As one component of this evaluation, views shall be solicited from the entire department faculty.
2. In each department organized with a head, the head in consultation with the advisory committee shall recommend individuals for academic appointment in the department. In consultation with the advisory committee or as specified in the department bylaws, the head may invite other persons who are not members of the department faculty to attend meetings of the department faculty, but such persons shall have no vote.
3. The head of the department shall have the power to determine such matters as do not affect other departments or properly come under the supervision of larger administrative units.
4. In each department organized with a head, the head shall have general direction of the work of the department. The head shall *(1)* consult with the departmental advisory committee in regard to departmental policy; *(2)* consult with each member of the department regarding the nature and scope of the work in the charge of that member; *(3)* call and preside at meetings of the departmental faculty for explanation and discussion of departmental policies, educational procedure, and research, of which there shall be at least one in each academic year for consideration of departmental governance and educational policy; *(4)* be responsible for the organization of the work of the department, for the quality and efficient progress of that work, for the formulation and execution of departmental policies, and for the execution of University and college policies insofar as they affect the department; *(5)* report on the teaching and research of the department; *(6)* have general supervision of the work of students in the department; *(7)* prepare the departmental budget in consultation with the departmental advisory committee; and *(8)* be responsible for the distribution and expenditure of departmental funds and for the care of departmental property.
5. In the administration of the office, the head shall recognize the individual responsibility of other members of the department for the discharge of the duties committed to them by their appointments and shall allow proper scope to the ability and initiative of all members of the department.
6. In each department organized with a head, there shall be an advisory committee elected annually by and from the faculty of the department by secret written ballot. The department faculty may choose to elect members of the advisory committee for staggered two- or three-year terms. In a department which has a faculty of not more than five members, the advisory committee shall consist of the entire faculty. In all other cases, the size of the advisory committee shall be determined by the faculty of the department. The functions of the committee shall be to provide for the orderly voicing of suggestions for the good of the department, to recommend procedures and committees that will encourage faculty participation in formulating policy, and to perform such other tasks as may be assigned to it. Any faculty member shall be entitled to a conference with the committee or with any member of it on any matter properly within the purview of the committee. If the advisory committee is in session to evaluate the head’s performance, the head shall not be a member and the committee shall be chaired by a committee member elected by the committee for that purpose.

## Section 4. Change of Departmental Organization

On the written request of at least one-fourth of the faculty of the department, as defined in Article II, Section 3a(1), and in no case fewer than two faculty members that the form of the organization of the department be changed, the dean shall call a meeting to poll the departmental faculty by secret written ballot. The names of those making the request shall be kept confidential by the dean. The dean shall transmit the results of the vote to the departmental faculty and to the chancellor/vice president together with the dean’s recommendation. If a change of organization is voted, the chancellor/vice president shall thereupon transmit this recommendation to the president for recommendation to the Board of Trustees. Faculty of the department may communicate with the Board of Trustees in accordance with Article XIII, Section 4 of these ***Statutes***.

# ARTICLE VII. SPECIALIZED UNITS

## Section 1. General Considerations

In addition to the campus units described in the previous Articles, there are special purpose educational and administrative units whose responsibilities and roles extend substantially beyond one campus. The organization and mission of such units, including clearly defined lines of responsibility to University or campus officers, shall be specified in these ***Statutes***, in ***The General Rules Concerning University Organization and Procedure***, or in such other documents as shall be deemed appropriate by the president. These specialized units may include but need not be limited to organizations designated as bureaus, councils, departments, divisions, institutes, and services. The staffs of these units shall have campus membership and status upon recommendation of the appropriate chancellor/vice president or chancellors/vice presidents subject to the ***Statutes*** and ***The General Rules*** governing the campus operations.

# ARTICLE VIII. CHANGES IN ACADEMIC

**ORGANIZATION**

## Section 1. Definitions

1. *Unit*. For the purposes of Article VIII, a unit is a division of the University to which academic appointments can be made and to which resources can be allocated, including departments or similar units, centers, institutes, schools, and colleges.

 *Tenure Home*. For the purposes of Article VIII, a tenure home is an academic unit whose academic staff includes the group eligible to vote on promotion and tenure decisions within the unit; and (b) that provides the unit-specific standards that, in compliance with higher- level standards, apply for promotion and tenure decisions for a member of the academic staff with the rank or title of professor, associate professor, or assistant professor who is tenured or receiving probationary credit toward tenure.

## Section 2. Appointment of Faculty to Units

A member of the academic staff with the rank or title of professor, associate professor, or assistant professor who is tenured or receiving probationary credit toward tenure must have a tenure home that has been approved through the procedures in Article VIII, Section 3a through 3c, below. A faculty member may have a tenure home in more than one academic unit, but must have a tenure home in at least one academic unit.

*If* any member of a proposed or existing unit’s academic staff with the rank or title of professor, associate professor, or assistant professor who is tenured or receiving probationary credit toward tenure does not already have or will not otherwise have an appointment in one of the following types of units:

* + 1. another department or similar academic unit that has been approved through these Article VIII procedures;
		2. an intermediate unit that is not divided into departments or similar units and that has been approved through these Article VIII procedures; or
		3. a school or college that is not an intermediate unit, that is not further divided into academic departments or similar units and that has been approved through these Article VIII procedures;

*then* formation of the proposed unit as, or conversion of the existing unit into, a unit that will provide a tenure home must be approved through the procedures in Article VIII, Section 3a through 3c, below, as applicable.

Any change in academic organization such as the termination, separation, transfer, merger, change in status (e.g., department to school), or renaming of an academic unit to which are made appointments of faculty with the rank or title of professor, associate professor, or assistant professor who are tenured or receiving probationary credit toward tenure must be approved through the procedures in Article VIII, Section 4, below.

*If* all members of a proposed or existing unit’s academic staff with the rank or title of professor, associate professor, or assistant professor who are tenured or receiving probationary credit toward tenure do have or will have an appointment in another unit that is described within items (i) through (iii), above, *then* formation or change of organization of the proposed or existing unit is not required to be approved through the procedures in Article VIII, Sections 3 and 4, below, but may be approved through the procedure in Section 5, below.

## Section 3. Formation of New Units

* 1. *Departments.* The formation of a new department or similar academic unit within a school or college may be proposed by the faculty or executive officer of that school or college. The president shall submit the proposal for the new unit together with the advice of the faculty of the school or college of each higher unit, taken and recorded by a vote of the faculty by secret written ballot in accordance with the bylaws of that unit, of the appropriate senate, taken and recorded by a vote of the senate, of the appropriate chancellor/vice president, and of the University Senates Conference to the Board of Trustees for action.
	2. *Intermediate Units.* An academic unit of intermediate character, such as a school organized within a college, may be proposed by the faculty or the executive officer of the higher unit. The president shall submit the proposal for the intermediate unit together with the advice of the higher unit, taken and recorded by a vote of the faculty by secret written ballot in accordance with the bylaws of that unit, of the appropriate senate, taken and recorded by a vote of the senate, of the appropriate chancellor/vice president, and of the University Senates Conference to the Board of Trustees for action.
	3. *Colleges and Independently Organized Campus Units.* A college or other independently organized campus unit, such as a school, institute, center, or similar campus unit not within a school or college, may be proposed by the appropriate senate or chancellor/vice president. The president shall submit the proposal for the unit together with the advice of the appropriate senate, taken and recorded by a vote of the senate, of the appropriate chancellor/vice president, and of the University Senates Conference to the Board of Trustees for action.
	4. *Units Organized at the University Level.* Units organized at the university level, such as institutes, councils, and divisions, may be formed for the development and operation of teaching, research, extension, and service programs which are statewide or intercampus in their scope and which cannot be developed under a campus administration. Such an organization may be proposed by a senate, a chancellor/vice president, the University Senates Conference, or the president. The president shall submit the proposal for the new organization together with the advice of the appropriate senates, taken and recorded by a vote of each such senate, of the appropriate chancellors/vice presidents, and of the University Senates Conference to the Board of Trustees for action.
	5. *Campuses.* The formation of a new campus may be proposed by the president, by a senate, or by the University Senates Conference. The president shall submit the proposal for the new campus together with the advice of the senates, taken and recorded by a vote of each senate, of the chancellors/vice presidents, and of the University Senates Conference to the Board of Trustees for action. If the proposal is adopted, the University Senates Conference shall serve as an advisory body to the president in developing procedures to implement the action of the board.

## Section 4. Changes in Existing Units

From time to time, circumstances will favor changes in academic organization such as the termination, separation, transfer, merger, change in status (e.g., department to school), or renaming of the academic units specified in Section 1. The procedures for the various changes shall be the same as those specified for formation of such a unit, except that the proposal may originate in the unit(s) or at any higher administrative level. The advice of each unit involved shall be taken and recorded by vote of the faculty by secret written ballot in accordance with the bylaws of that unit. For transfer, merger, separation, and change in status, the procedures shall be those applicable to the type of unit which would result. Units affected may communicate with the Board of Trustees in accordance with Article XIII, Section 4, of these ***Statutes***.

Unit –

School –

College -