



Guidelines for Faculty Bylaws¹

A. Introduction

This document establishes guidelines for the creation, review, and approval of faculty bylaws pursuant to the Laws and Policies of the Regents of the University of Colorado, University of Colorado System policies and University of Colorado Anschutz Medical Campus policies (hereinafter collectively referred to as “university policy”). If a conflict exists between the bylaws of a school, college, or library, and university policy, university policy takes precedence.

B. Required Rules and Procedures

Pursuant to university policy, schools, colleges, and libraries are required to have written rules and procedures that address the following.

1. Faculty governance structures and processes including membership rules, committee structures, and voting rights and procedures.
 - (a) Regent Law and Policy
 - i. [Article 5.A.2\(D\)](#): Faculty Government
 - ii. [Policy 4.A](#): Administration and Governance of Academic Units
2. Processes and criteria for annual merit evaluations and annual performance ratings, including procedures for appealing a rating of below expectations or fails to meet expectations.
 - (a) Regent Law and Policy
 - i. [Policy 5.C.4](#): Other Terms and Conditions of Faculty Appointments
 - ii. [Policy 11.B](#): Faculty Salary
 - iii. [Policy 5.G.1\(C\)](#): Grievance Rights
 - (b) CU System Administrative Policy
 - i. [APS 5008](#): Faculty Performance Evaluation
 - (c) Campus Administrative Policy
 - i. [CAP 1005A](#): Faculty Compensation – Anschutz Medical Campus
 - ii. [CAP 1028](#): Non-Tenure Track Faculty Performance Review
3. Procedures for appealing annual salary.
 - (a) Regent Law and Policy
 - i. [Policy 11.B.1\(B\)\(3\)](#): Faculty Salary
 - (b) Campus Administrative Policy
 - i. [CAP 1005A](#): Faculty Compensation – Anschutz Medical Campus

¹ Although these guidelines refer to “faculty bylaws,” the title and structure of the document(s) are not mandated. Required components may be included in a comprehensive faculty handbook or set of rules and procedures or in multiple documents (e.g. separate documents for faculty governance procedures versus reappointment, tenure and promotion procedures); however, all documents are subject to required review and approval processes and must be available to faculty in written form.

4. Procedures for reappointment, tenure, and promotion review, including: evaluation criteria, eligibility requirements for members serving on review committees, voting procedures, and procedures for selecting external reviewers.
 - (a) Regent Law and Policy
 - i. [Policy 5.D](#): Reappointment (to a tenure-track position), Tenure, and Promotion
 - ii. [Article 5.C.3](#): Instructional, Research, and Clinical Faculty
 - (b) CU System Administrative Policy
 - i. [APS 1022](#): Standards Processes and Procedures for Reappointment, Tenure, Promotion and Post-Tenure Review
 - ii. [APS 5060](#): Faculty Appointments (Section II.D.2)
 - (c) Campus Administrative Policy
 - i. [CAP 1049A](#): Reappointment, Tenure and Promotion Review
 - ii. [CAP 1019A](#): Instructional, Research, and Clinical Faculty Appointments
5. Procedures for post-tenure review, including procedures for appealing a rating of below expectations or fails to meet expectations.
 - (a) Regent Law and Policy
 - i. [Policy 5.C.3\(H\)](#): Tenured and Tenure-Track Faculty Appointments
 - ii. [Policy 5.G.1\(C\)](#): Grievance Rights
 - (b) CU System Administrative Policy
 - i. [APS 1022](#): Standards Processes and Procedures for Reappointment, Tenure, Promotion and Post-Tenure Review
 - (c) Campus Administrative Policy
 - i. [CAP 1050](#): Post-Tenure Review
6. Information related to research misconduct, with reference to campus level policies and procedures for investigating allegations of misconduct.
 - (a) CU System Administrative Policy
 - i. [APS 1007](#): Misconduct in Research, Scholarship, and Creative Activities
 - (b) Campus Resources
 - i. Research Administration, Office of Research Integrity, [Research Misconduct](#)
7. Information on faculty rights and responsibilities related to student grading, academic misconduct, and student appeals. (Detailed procedures may be provided in student handbooks or other documents.)
 - (a) CU System Administrative Policy
 - i. [APS 1025](#): Uniform Grading Policy
8. The school/college/library process for amending the bylaws, including faculty voting requirements.

C. Procedures for the Development, Review, and Approval of Faculty Bylaws

1. In the spirit of shared governance, faculty bylaws should be developed by the faculty in close collaboration with the administration of the school, college, or library.
2. Following approval by the faculty and Dean/Library Director, the draft bylaws are submitted to the Executive Vice Chancellor for Academic and Student Affairs (EVC-ASA) for review.

It is recommended that draft bylaws be submitted to the EVC-ASA for preliminary review prior to the faculty vote. This helps ensure bylaws comply with higher level policies before a full faculty vote is conducted.

3. Following a review by the EVC-ASA, the draft bylaws are submitted to the Office of University Counsel for review as to legal sufficiency.
 - (a) If the EVC-ASA and/or University Counsel determine that changes are required, the draft bylaws will be returned to the school/college/library for revision. The revised bylaws must be approved by the faculty and the Dean before being resubmitted.
4. The bylaws are subject to final review and approval by the EVC-ASA.
5. Upon approval of the bylaws, the EVC-ASA will send confirmation to the school/college/library.
6. The school, college, library should review and, as necessary, revise its bylaws for EVC-ASA approval at least every five to seven years.