

**University of Colorado Anschutz Medical Campus
Skaggs School of Pharmacy & Pharmaceutical Sciences
Faculty Senate Bylaws**

PURPOSE

Faculty governance is established in the Laws of the Regents (Article 5.E.5) to provide for shared governance of the university. More importantly, shared governance recognizes that all components and members of the university and its constituent units, have an interdependence that is essential to the life of the institution and that when properly employed, leads to better outcomes for the university or college/school in solving complex academic problems. In this spirit, faculty governance in the Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) provides a system by which the SSPPS faculty works with the administration to develop policies and exercise leadership in matters that directly affect SSPPS academic programs or its faculty. In so doing, faculty governance provides a forum for discussion and a mechanism for fostering constructive joint thought and action by the SSPPS faculty and administration on matters of importance to the school in accordance with the charges and responsibilities of the SSPPS Faculty Senate.

The Faculty Senate serves as the coordinating and oversight body for standing committees. These committees are responsible for developing policy recommendations to support the interests of faculty in academic governance activities with the goals of meeting the mission areas of the school and promoting continual improvement of the school's programs. Faculty Senate officers also will serve as representatives of the SSPPS faculty on the Anschutz Medical Campus Faculty Assembly.

MISSION

In carrying out its governance responsibilities, the Faculty Senate commits to:

- Offer professional and graduate programs to current and future students that meet the highest standards of academic quality as assessed by national accreditation agencies, professional organizations and research bodies,
- Provide opportunities for all faculty members to participate fully in the debate and direction of academic policy within the school,
- Work collaboratively and collegially with administration to support the mission, vision, values and goals of the school (Appendix A).

AUTHORITY

The Faculty Senate, under administrative supervision and in accordance with the Laws of the Regents (Articles 4.A.5 and 5.E.5), the University of Colorado Faculty Council constitution (Article V) and the laws of the State of Colorado, shall have the principal role for originating policy in the following areas:

- academic policy and standards, including initial authorization and direction of all courses, curricula, and degrees offered, admissions criteria, regulation of student

academic conduct and activities and determination of candidates for degrees under the jurisdiction of university academic units;

- scholastic policy, including scholastic standards for admission, grading, continuation, graduation and honors;
- selection and evaluation of faculty, subject to concurrence of the administration;
- academic ethics, including the development of policies and procedures.

The Faculty Senate shall collaborate with the administration of the school to make policy recommendations to the Board of Regents in areas that pertain specifically to the school, such as:

- establishing policies and procedures for faculty appointment, promotion, tenure review, and post-tenure review; establishment of policies and procedures for the appeal of decisions on faculty appointment, promotion, tenure review, and post-tenure review; and joint participation in decisions affecting these policies (5.E.5(D));
- establishing and reviewing budget policies and plans for resource allocation, including review of new academic degree proposals, academic program review, and program discontinuance (5.E.5(F));
- selecting and evaluating academic administrators; and
- making other policies concerning the general academic welfare of the University.

The Faculty Senate shall, in its own discretion, formulate the school's faculty governance structure to effect the policies and regulations provided for under Article 5.E.5 of the Regent Laws.

MEMBERSHIP:

All regular track or clinical teaching track faculty members (≥ 0.5 FTE) shall be voting members of the Faculty Senate. Research and clinical track and part-time (≤ 0.5 FTE) regular track or clinical teaching track faculty members may participate as non-voting members of the Faculty Senate.

OFFICERS

The dean presides over meetings of the faculty and may delegate this responsibility to the Faculty Senate chair. The duties and responsibilities of the Faculty Senate officers (., chair, chair-elect and secretary) are provided in Appendix B.

The Faculty Senate officers are expected to collaborate with the school administration and department chairs on policies such as:

- allocation of physical and financial resources;
- allocation of space;
- the method of faculty performance evaluation;
- appointments to university-wide committees requiring school representation;

- any other matters permitted under the Laws of the Regents.

TERMS OF OFFICE

The officers of the Faculty Senate shall serve from July 1 of the year in which they are elected (or appointed) to June 30 of the following year. Except under extraordinary circumstances (e.g., chair resignation), the terms are as follows: chair (1 year), chair-elect (1 year) and secretary (2 years).

ELECTION OF OFFICERS

All voting members at the rank of Associate professor (or above) and who have held a full-time (≥ 0.5 FTE) appointment in the school for at least one year are eligible for election as Faculty Senate chair or chair-elect. Faculty members holding administrative appointments (i.e., dean, associate dean, assistant dean, department chair) in the school are not eligible for election to any officer position.

The Nominations committee will oversee the election of officers as outlined in Appendix C. The candidate receiving the most votes from the voting membership shall be declared the winner.

RECALL OF AN OFFICER

A vote of the majority of two-thirds of the voting membership shall be sufficient to recall a Faculty Senate officer who performs the duties of the position in a careless or unprofessional manner, displays conduct unbecoming the office, or through actions that one can conclude the position as having been abandoned.

FORUMS

The purpose of forums is to provide the opportunity for Faculty Senate members to discuss issues or policies in an informal environment. At least six forums will be held each year. The agenda for forums should be distributed to all faculty and invited guests at least two days prior to the forum. While attendance at forums by a faculty member is optional, all faculty members are expected to make an effort to attend forums in order for his/her perspectives to be heard on issues important to the operations and future of the school. No voting will occur at a forum. Proceedings of the forum will not be recorded or documented.

MEETINGS

The purpose of the meeting is to conduct business and to make decisions that impact the faculty, school and university. As such, all SSPPS voting-eligible faculty members are expected to attend meetings. There shall be at least five meetings per year, with one meeting being held at the annual faculty retreat. Necessary information should be distributed to all faculty and invited guests at least one week prior to the meeting as

outlined in Appendix D. A quorum shall comprise those voting members present at the time and place of the meeting. Minutes will be taken at the meeting by a recording secretary. If the quorum at the time of a vote is less than 67% of the voting-eligible members of the Faculty Senate, the voting result will be considered invalid. Under such a circumstance, an email vote involving participation by at least 67% of the voting-eligible members can be held (see Appendix G).

SPECIAL MEETINGS

A special meeting of the Faculty Senate may be called at the request of the Faculty Senate chair, the dean, or by petition to the Faculty Senate leadership by at least ten (10) voting-eligible members. Upon approval of a special meeting, the Faculty Senate chair shall attempt to give at least two (2) days notice to all members of the meeting time and place.

EXECUTIVE SESSION

Any meeting, or part of a meeting, may be held in *executive session* where substantive business of an especially sensitive or confidential nature will be discussed. However, in the interests of an open and democratic governance process, the privilege of *executive session* is to be used with restraint. The executive session of any meeting shall be *in camera* and, therefore, no minutes of the discussion will be recorded. Further details are provided in Appendix E.

FORUM AND MEETING SCHEDULES

The schedule for faculty meetings and forums will be developed by the Faculty Senate leadership in collaboration with the dean's office to an effort to avoid scheduling conflicts.

PROPOSAL DEVELOPMENT AND APPROVAL

In the interests of shared governance, as new policies or proposals are created, the faculty and administration need to be aware of them and involved in their development and approval, as appropriate. The nature and source of the policies/proposals influence the extent to which the Faculty Senate and the Dean have authority to approve them. For example, policies established by the University of Colorado system, University of Colorado Denver and/or Anschutz Medical Campus would not be subject to SSPPS Faculty Senate or administration approval. Policies and proposals that only affect the SSPPS would be subject to internal approval. The extent to which the Faculty Senate has a role in approving a policy or proposal is determined by its areas of authority (see AUTHORITY, above). The processes involved in policy and proposal approval are presented in Appendix F.

VOTING

To vote on an item of business, a motion regarding the item must be proposed and seconded by voting-eligible members of the Senate. Voting may be conducted by one of the following methods: raising of hand, audience response technology, or paper-based or on-line methods deemed appropriate by the faculty. A majority vote of 67% of the voting-eligible members of the Faculty Senate is necessary to pass an item of business that requires a vote. If there is fewer than 67% of voting-eligible members at the meeting at the time of the vote, the ballot shall be held *via* email or other on-line method. A general consent vote may be used when routine business is conducted and on minor matters. More details regarding voting are provided in Appendix G. The recommended format and processes for email or on-line ballot voting are provided in Appendix H.

COMMITTEES

Committees are an essential component of faculty governance and serve to fulfill the mission of the school. The Faculty Senate in collaboration with the dean shall establish standing committees to make recommendations on questions of policy, to investigate issues and options, to develop procedures, and to assess or evaluate the functioning of any matter within its authority as provided by the Laws of the Regents. More details regarding standing committees and their operation are provided in Appendix I. To address a specific issue, project or task within the authority of the Faculty Senate, the Faculty Senate leadership or the dean may establish an *ad hoc* committee, working group or task force (Appendix J).

Appendix A. SSPPS mission, vision, values and goals

University of Colorado Skaggs School of Pharmacy and Pharmaceutical Sciences Mission, Vision, Values, Goals

Approved January 9, 2015

Mission

We are committed to excellence and innovation in professional, graduate and post-graduate education; scholarship and research; patient-centered care; public health advocacy; and societal leadership and engagement.

Vision

Together, our innovation, discoveries and engagement with our communities improve the health and well-being of society.

Values

In fulfilling our mission, the faculty, staff, and students of the University of Colorado Skaggs School of Pharmacy & Pharmaceutical Sciences are committed to the following values as an institution and in our actions as individuals:

- accountability
- collaboration
- diversity & inclusiveness
- entrepreneurship
- integrity
- professionalism
- respect
- leadership
- discovery & innovation
- social responsibility

Goals

To achieve its vision and mission, the school is committed to:

- **recruiting, developing and retaining innovative and productive faculty and staff members** who contribute to the advancement of pharmacy education, research, scholarship and practice.
- **providing expanded and innovative educational opportunities** that develop outstanding entry-level pharmacy practitioners who are motivated to advance pharmacy practice and the profession and to prepare scientists who are motivated to contribute to health and well-being through scientific research and scholarly pursuits.
- **advancing the practice of pharmacy** through development of innovations in pharmacy practice and delivery of superior patient care, including serving as active members of collaborative healthcare care teams committed to patient care and well-being.
- **improving health through research and scholarship** by being the innovators and leaders in research that promotes basic discovery, translation to clinical practice, medication evaluation and optimization of medication use. Through communication of research findings, foster enhanced knowledge in professional,

graduate and post-graduate learners

- **providing leadership and service to our communities** by actively engaging with its many communities and local, national and global communities that would derive substantial benefit from the school's collective knowledge and expertise.
- **achieving excellence through continuous quality improvement.**
- **developing innovative strategies** to identify and exploit opportunities that allow the school to make major advances in its mission areas.

Appendix B. Duties and responsibilities of Faculty Senate officers

The chair of the Faculty Senate shall:

- (i) conduct meetings of the Faculty Senate,
- (ii) represent Faculty Senate members as an *ex officio* member of the Executive Committee of the school,
- (iii) represent Faculty Senate members at meetings of the AMC Faculty Assembly,
- (iv) report the business and decisions of the AMC Faculty Assembly and University of Colorado Faculty Council
- (v) serve as a member of the Bylaws committee, and
- (vi) perform any other necessary duties on behalf of Faculty Senate members consistent with the purpose and authority of the Faculty Senate as conferred by the Laws of the Regents.

The chair-elect of the Faculty Senate shall:

- (i) conduct forums of the Faculty Senate,
- (ii) assume the responsibilities of the chair when she/he is unable due to absence, incapacity or conflict of interest,
- (iii) represent Faculty Senate members at meetings of the AMC Faculty Assembly, and
- (iv) serve as a member of the Bylaws committee.

The secretary of the Faculty Senate shall:

- (i) conduct the election for vacant Faculty Senate Leadership positions,
- (ii) represent Faculty Senate members at meetings of the AMC Faculty Assembly,
- (iii) ensure distribution of the agenda for any senate meeting
- (iv) review minutes from all Faculty Senate meetings and ensure their availability to Faculty Senate members.
- (v) serve as a member of the Bylaws committee, and
- (vi) serve as a member of the Nominations committee

Appendix C. Process for election of Faculty Senate Officers

Call for nominations: In February of each year, the Nominations committee shall announce a call for nominations to replace anticipated vacancies in the Faculty Senate leadership effective July 1 of that year and shall compile a list of eligible candidates for election. In the event that no nominations for a vacant Faculty Senate leadership position are received by the Nominations committee, the committee, with due consideration to departmental representation, may make its own nominations from among eligible Faculty Senate members.

Listing of nominations: In the preparation of the ballot to be presented to Faculty Senate members for a vote, the Nominations committee shall list nominations submitted by voting members of the Faculty Senate.

Election: The election shall be conducted by the Faculty Senate secretary. At the May meeting of Faculty Senate each year, voting members of the Senate shall elect by ballot a candidate to fill vacant Faculty Senate leadership positions. The candidate receiving the most votes shall be declared the winner.

Extraordinary elections: In the event of the resignation or recall of the chair, chair-elect or secretary, the Nominations committee will oversee the election of interim replacements as follows:

<i>vacancy</i>	<i>term remaining</i>	<i>action</i>
chair	> 6 months	Special election of interim office-holder(s) ^a
chair-elect		
secretary		
chair	≤ 6 months	Chair-elect assumes position
chair-elect	≤ 6 months	Special election of interim office-holder(s) ^a
secretary		
chair	< 2 months	Chair-elect assumes position
chair-elect	< 2 months	Nominations committee may leave vacant ^b
secretary		

^a For election of an interim Faculty Senate leader, the Nominations Committee will prepare a list of candidates for a special election to be held to select a replacement, or make its own nomination from among eligible Faculty Senate members to complete the remaining term of office.

^b The Nominations committee may choose to leave the chair-elect or secretary positions vacant if less than 2 months remains on their terms.

The period of service to complete a vacated leader's term shall not be included within the term limit restrictions.

Appendix D. Faculty Senate meetings

- (a) The Faculty Senate shall meet at least five times per year on a schedule for the next year that is announced no later than the last meeting of each academic year. One faculty meeting will be held at the annual faculty retreat.
- (b) The last meeting of each academic year will be designated for the purpose of installing new Faculty Senate leaders and receipt of final reports from committees and task forces.
- (c) The time, place and agenda for regular meetings, together with background materials and notice of resolutions from standing or special committees, should be distributed to all faculty and invited guests at least one week prior to the meeting.
- (d) All meetings of the Faculty Senate are generally open, allowing members of the school's other faculty, University representatives, school staff, students, public relations or media to attend. Non-Faculty Senate attendees must notify the presiding Faculty Senate chair of their attendance prior to the start of the meeting. They may be called upon to present information or to speak on business at the invitation and discretion of the presiding faculty officer.
- (e) A quorum for meetings of the Faculty Senate shall consist of those who are present at the time and place of a meeting.
- (f) All meetings of the Faculty Senate shall be conducted by the Faculty Senate chair who shall not vote on any motion, resolution or item of business except in the event of a tied vote. If the Senate chair is not able, the chair-elect will conduct the meeting.
- (g) An administrative assistant (recording secretary) shall record the proceedings of each meeting. The resultant minutes will be reviewed by the Faculty Senate secretary and approved by the Faculty Senate prior to being loaded onto the SSPPS server at a site that is accessible by all Faculty Senate voting-eligible members. The dean's office is responsible for maintaining an archive of the minutes from all Faculty Senate meetings for a period of ten (10) years.
- (h) Each attendee of the meeting shall sign-in in order for an official record of those in attendance at each meeting to be maintained.- Faculty Senate members who do not attend a meeting are expected to notify one of the members of the Faculty Senate Leadership prior to the meeting.
- (i) All meetings shall be conducted following accepted parliamentary procedure using *Robert's Rules of Order* as a guide, provided that such *Rules* are neither in conflict with the bylaws or any special rules the Faculty Senate may adopt. The

members attending any regular or special meeting may suspend the *Rules* by a vote of two-thirds of those in attendance (undebated, seconded motion).

(j) The normal agenda for a regular meeting shall include:

- Call to order and call for revisions to the agenda
- Approval of minutes from previous meeting
- Announcements
- Regular Reports
 - Deans
 - Chairs
 - Standing Committees
 - Task Forces/Special Committees
- New business
- Old business
- Adjournment

(k) When possible, the agenda should indicate what will be expected of Faculty Senate in the handling each item of business, i.e. for information, for discussion, for acceptance, for decision, for referral to committee, etc.

Appendix E: *Executive session*

- (a) In the announcement of a meeting and its agenda, and/or at the discretion of the presiding Faculty Senate leader, any meeting, or part of a meeting, may be held in *executive session* where substantive business of an especially sensitive or confidential nature will be discussed.
- (b) The Faculty Senate is, by definition, an open and democratic governance process and its effectiveness depends on the free exchange of ideas and debate by all segments of the SSPPS community. Therefore, the privilege of *executive session* is to be used with restraint. Simple determination that a matter is controversial is not sufficient to warrant debate restricted to an *executive session*.
- (c) Prior to any meeting, a petition from at least ten (10) voting-eligible members may be made to the Faculty Senate Leadership to have the meeting or part of the meeting held in *executive session*. Such petition may be denied by the Faculty Senate leadership if the item to be discussed does not meet the test described in Article 3.3(a).
- (d) During a meeting, a motion, seconded (undebatable) and passed by majority vote, shall be permitted to authorize the meeting to go into *executive session*.
- (e) When any, or part of a meeting is declared in *executive session*, the presiding Faculty Senate leader shall make a determination as to which groups shall be excluded from attendance during the *executive session*. Such determination may include voting-eligible members holding administrative appointments in the school (i.e., deans, department chairs, program directors), non-voting members of the Faculty Senate, or staff, students or guests at a meeting. The executive session of any meeting shall be *in camera* and, therefore, no minutes of the discussion will be recorded.

Appendix F: Process for policy and proposal development and approval.

As new policies or proposals are created, the faculty and administration need to be aware of them and involved in their development and approval, as appropriate. The nature and source of the policies/proposals influence the extent to which the Faculty Senate and the Dean have authority to approve them. Policies and proposals that only affect the SSPPS would be subject to internal approval. The extent to which the Faculty Senate has a role in approving a policy or proposal is determined by its areas of authority (see AUTHORITY, above).

All faculty members are encouraged to suggest changes that promote the ability of the school to meet its mission. This may result in a proposal being presented to the Faculty Senate for consideration and, as appropriate, approval. To enhance the efficiency of this process, any proposals requiring Faculty Senate consideration are submitted to the Faculty Senate officers who may direct the proposal to a committee or working group for further development or opinion. The proposal (potentially modified) would be presented by the Faculty Senate chair (or designee) to the Executive Committee which would review resource or legal implications of the proposal. The proposal would then be presented to the faculty.

For proposals that fall under the auspices of the faculty and require a Faculty Senate decision, the Faculty Senate would be asked to vote on the proposal (see Figure 1). A proposal receiving Faculty Senate confirmation would be sent to the Dean for ratification. If the Faculty Senate does not vote to approve but recommends changes to the proposal, it may be referred back to the Faculty Senate officers (dashed line) for modification and subsequent reconsideration by the faculty.

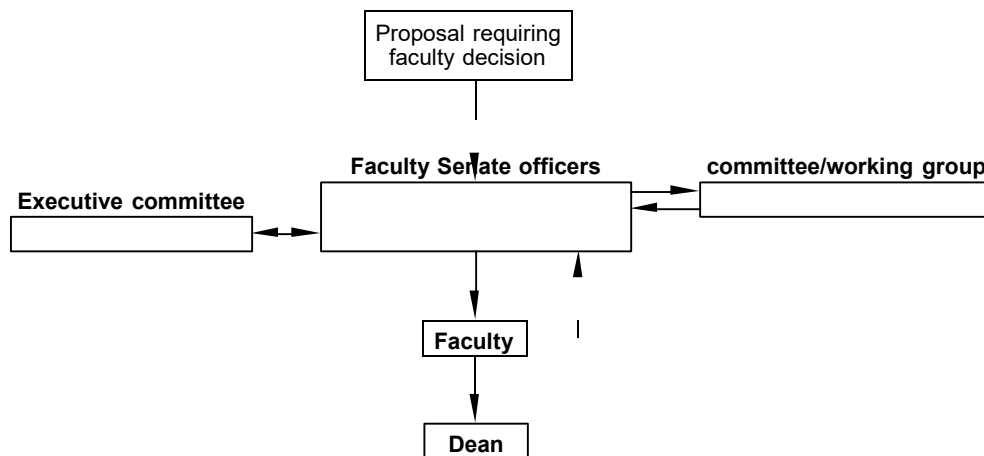


Figure 1: Process for proposals requiring Faculty Senate approval

For proposals that fall under the auspices of the dean and faculty perspectives would be valuable in making a decision, the faculty would be asked to make a recommendation

on the proposal (see Figure 2).

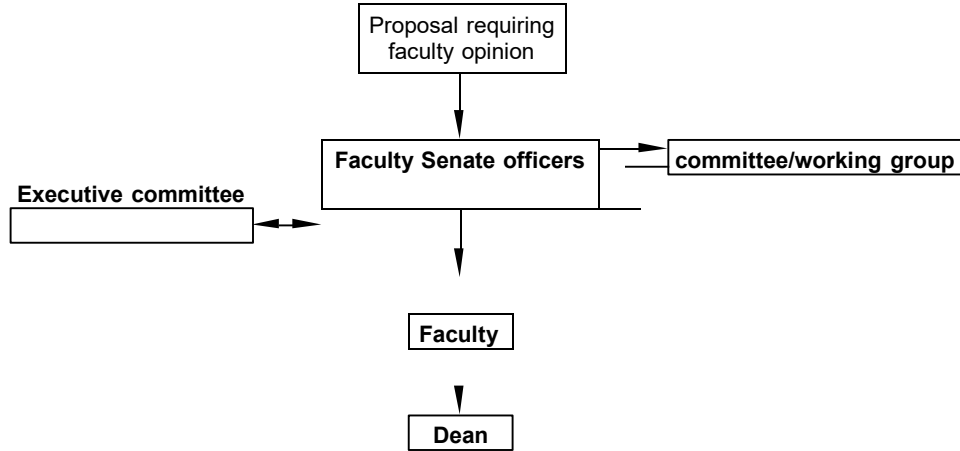


Figure 2: Process for proposals requiring Faculty Senate opinion or perspectives

For proposals that are not subject to SSPPS faculty or administration approval, the dean would inform the Faculty Senate of its existence (see Figure 3).

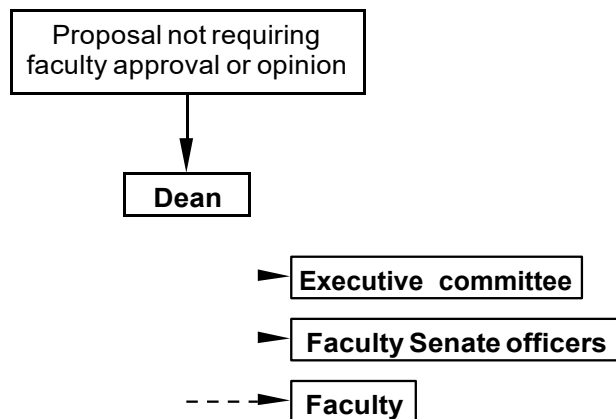


Figure 3: Process for proposals that do not require administration or Faculty Senate approval

In all instances, the Dean has the final responsibility to approve (or sign-off on) a proposal. Under circumstances in which the Dean disagrees with a proposal approved by the Faculty Senate under its authority, the Dean will refer the proposal to the Faculty Senate officers for review and revision again. The revised proposal will then undergo the same approval process cycle.

These processes ensure that the SSPPS faculty and administration are engaged in the proposal approval process and remain informed about policies that have the potential to impact them.

Appendix G: Voting

- (a) A majority vote of 67% of the voting-eligible members of the Faculty Senate will be necessary to pass an item of business that requires a vote.
- (b) All voting at meetings of the Faculty Senate shall occur by a raising of the hand method, audience response technology, paper-based methods or other on-line method provided for in these bylaws.
- (c) A *general consent* vote is acceptable to avoid the formality of taking a vote when there seems to be no objection to the question. It shall be used when routine business is conducted and on minor matters. The presiding Faculty Senate officer will state “If there is no objection”, and assumes general consent unless a member objects. In such cases, a formal vote will be taken.
- (d) A motion, seconded (undebatable) and passed at a meeting shall be permitted to authorize a ballot vote of all voting-eligible members of the Senate. If there is less than 67% of voting-eligible members at the meeting, the ballot vote shall be held *via* email or other on-line method. A narrative that describes the rationale for the motion will be provided along with the voting options (as described in Appendix E). An email or on-line ballot vote will be closed after seven (7) days or when 67% of the voting-eligible membership has voted, whichever is latest.
- (e) A seven (7) day notification will be required for a ballot voting item at a Faculty Senate meeting. The seven (7) day minimum may be waived by a vote of the majority of the voting-eligible faculty in attendance at the meeting.
- (f) A resolution to change a Faculty Senate bylaw or recall a Faculty Senate leader requires a ballot vote.
- (g) A record of the ballot vote count for each item voted on at a meeting or by email or on-line method shall be kept by the recording secretary. The voting record shall specify either general consent or the number of “yes”, “no” and “abstention” votes for each item of business voted upon. The results of the vote will be included as an addendum to the minutes of the meeting in which the motion for the vote was made.

Appendix H: Recommended format and processes for email or on-line ballot voting.

FORMAT:

Include a brief rationale for motion.

The following voting options should be provided:

I support this motion.

I do not support this motion.

I do not want to vote on this motion until the faculty has had the opportunity to discuss it further.

I abstain from voting on this motion

PROCESS CONSIDERATIONS:

If the proportion of faculty selecting “I do not want to vote on this motion until the faculty has had the opportunity to discuss it further” is equal to or exceeds the difference between the number of “I support this motion” and “I do not support this motion” votes, a special meeting should be scheduled to discuss the motion after which another vote on the motion should be held.

Appendix I: *Standing committees.*

- (a) The role and composition of each standing committee will be determined by its terms of reference which, along with its charge, will be established in collaboration with the dean.
- (b) Each standing committee, in consultation with the Executive Committee, will annually review and make recommendations regarding revisions to its charge.
- (c) Each standing committee will be required to submit a report for the annual meeting of the Faculty Senate outlining the committee's accomplishments over the year, and (ii) with recommendations regarding changes to the committee's charge for the upcoming year.
- (d) The standing committees of the Faculty Senate are:
 - Admissions
 - Assessment
 - Awards and Scholarships
 - Bylaws (see Appendix L)
 - Continuing Professional Education
 - Curriculum
 - Distance Degrees and Programs
 - Experiential Education
 - Nominations (see Appendix K)
 - Scholastic Advancement and Appeals
 - Student Ethics and Conduct
- (e) All standing and special committees are required to keep minutes of their meetings which must be posted in the restricted area of the school's server within four (4) weeks of the meeting date. For those committees in which sensitive student information may be discussed, the minutes will be developed such that no student identifiers are included and fewer details will be provided to prevent student identification. A copy of the minutes will be provided to the dean's office that will be responsible for posting the document on the school's server. All committee minutes of the Faculty Senate will be archived for a period of no less than ten (10) years.

Appendix J: *Special Committees*

- (a) Special committees, *ad hoc* committees or task forces may be established from time to time by the Faculty Senate leadership (or upon the recommendation of the dean) to address specific issues, projects or tasks within the authority of the Faculty Senate and not included in the terms of reference of an existing standing committee.
- (b) The Faculty Senate leadership or the dean, as appropriate, shall define the terms of reference of any special committee, its membership and target dates or milestone dates for the completion of its task or submission of its report.
- (c) When the objective of any special committee, *ad hoc* committee or task force has been completed, or at any point prior to the completion of the designated task, the dean in consultation with the Faculty Senate leadership shall be empowered to dissolve a committee or task force.

Appendix K: Nominations committee

The Nominations Committee is responsible for recommending chairs and members for Faculty Senate standing committees and for the calling of names or recruitment of candidates for election to fill vacated or expiring terms of Faculty Senate leadership positions. Faculty Senate standing committee appointments are made by the dean or an appointee of the dean.

The Nominations Committee shall be appointed *ex officio* as follows:

- Faculty Senate secretary
- Faculty Senate past-chair
- department chairs
- one appointee from the Dean's office.

If the chair-elect resigns or is recalled, he/she will be replaced by the chair or past-chair of the Faculty Senate.

Appendix L: *Bylaws committee*

The Faculty Senate shall adopt such bylaws as it considers necessary to establish its structure, to provide for the participation of its members, and to carry out the work of its committees in meeting the responsibilities under its authority. The Bylaws Committee is responsible for the regular review of Faculty Senate bylaws and shall draft revisions, when necessary for Faculty Senate approval.

The Bylaws Committee shall be appointed *ex officio* as follows:

- Faculty Senate chair
- Faculty Senate chair-elect
- Faculty Senate secretary
- one appointee from the Dean's office.

If the chair-elect resigns or is recalled, he/she will be replaced by the chair or past-chair of the Faculty Senate.