

BYLAWS PRELIMINARY GUIDELINES FOR DEVELOPMENT

Bylaws must be specifically designated as required by the BOT-UFF Collective Bargaining Agreement or adopted as the department's operating guidelines (for example, curriculum committee membership, chair search process, etc.).

Bylaws required by the BOT-UFF Agreement:

Annual Evaluation (Agreement Supplement - Section 18.5(b), page 6)

Third-Year Colleagues' Tenure Appraisal (Agreement Supplement, Section 19.7(b), page 16)

Promotion and Tenure (Agreement Supplement, Section 19.5(c), page 14 and Section 20.3(c), page 27)

Departmental Travel (Full Agreement, Section 16.1(c), page 36)

Summer Appointments and Assignments (Full Agreement, Section 17.2(d), page 37)

Multi-Year Appointments (Agreement Supplement, Section 12.7(a), page 4)

Bylaws should be clearly titled as noted above.

Committees required by bylaws must contain no fewer than three members.

When questions arise as to the development of bylaws, please consult the specific provisions of the BOT-UFF Agreement referenced above.

Annual Evaluation

The faculty member must submit evidence to support the accomplishments noted in his/her self-report.

In addition to a quantitative assessment, the chairperson is required to make a qualitative assessment of the faculty member's work/accomplishments.

Clear differentiations need to be made between the rating categories -- Exemplary, Above Satisfactory, Satisfactory, Below Satisfactory, Unsatisfactory.

Exemplary requires a completed peer reviewed product (for example, peer reviewed journal article, juried art show, etc.).

The period of time considered in the annual evaluation are the prior Summer, Fall, and Spring semesters.

The bylaws should be clear as to the types of work which fall under teaching, scholarship/research, or service. For example, does work as a graduate coordinator fall into the teaching or service category (or both); does work as a peer reviewer fall into the scholarship or service category (or both); etc.

Teaching

- the bylaws should set forth the types or kinds of evidence that faculty member should submit as part of the self-report, for example, course syllabi, examples of student assignments and exams, as well as the rules or conditions under which that evidence will be used.
- Generally, teaching related grants are considered under the teaching category, not the scholarship/research category.

Scholarship/Research –

- a faculty member must submit all materials that he/she wishes to have considered in his/her annual evaluation. For example, if a faculty member references a manuscript, that manuscript should be submitted as part of his/her self report.
- mere attendance at a professional conference should not be considered satisfactory; satisfactory contemplates the presentation of a paper at the professional conference.
- the bylaws should clearly differentiate the credit that goes to the different stages of scholarship (for example, submission of a grant or manuscript, acceptance of the grant or manuscript, completion of the grant and publication of the manuscript).
- the annual evaluation should only address activity/accomplishments during the period of the evaluation (Summer, Fall, Spring). There is no provision in the bargaining agreement for the annual evaluation to address multi-year activity/accomplishments, except as mentioned above in terms of crediting the various stages of producing a scholarly/creative work.
- generally, teaching related grants (e.g., that relate to development of curriculum) are considered under the teaching category, not the scholarship/research or service category.

Service

- evidence must be provided to support the professional service activities/accomplishments referenced in the self-report.
- presentations of papers at non-professional meetings or conferences (for example the Rotary, the Chamber of Commerce, etc.) should be referenced as public service not scholarship.

Promotion and Tenure

- bylaws should address the process for promotion to full professor separately from the process for promotion to associate professor. It is permissible for the bylaws to address the processes for tenure and promotion to associate professor simultaneously. However, faculty should remember that some

candidates will apply for tenure only (for example, those hired as associate without tenure), so there must be a clear process for tenure only.

- per the contract, a committee for professor must be at least three members; the UA and the UFF recommend that the committee for tenure and/or promotion to associate be at least three to five members.
- the general guidelines referenced above for annual evaluation should also guide the bylaws development process for promotion and tenure. For example, the bylaws should indicate that a faculty member must submit evidence to support the activities/accomplishments he/she references in the dossier.
- it is incumbent upon all reviewers of the dossier to make both qualitative and quantitative judgments of the activities/accomplishments referenced in the dossier.

Departmental Travel

- the travel fund allocations to the departments by the University Administration is calculated on the basis of tenured and tenure-earning faculty members, faculty members at the ranks Assistant, Associate, and Professor who are on multi-year appointments, and librarians. The bylaws determine how those funds are allocated, i.e., what travel qualifies and who is eligible. Given the limited resources available for travel, the University Administration cautions about allocating such limited funds to visiting faculty members because they do not have a long-term relationship with the University.
- the University Administration recommends that if a department's bylaws have a sweep-up policy, that the department establish a hierarchy for the distribution of those swept-up funds. For example, first priority to people giving papers at conferences, or first priority to those making their second trip.

Summer Appointments

- first priority for the assignment of a summer course is to address programmatic and student needs within the budget available to the department.
- the guarantee of a course assignment in the summer is premised upon minimum enrollments.