



University of Colorado
Denver

College of Arts & Media

Bylaws

CAM Faculty Approved April 6, 2012

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COLLEGE OF ARTS & MEDIA

BYLAWS DRAFT

Created December 7, 2011

PREAMBLE

These Bylaws are established by the tenured and tenure-track faculty of the College of Arts & Media (CAM) of the University of Colorado Denver, with the approval of the Dean, Provost and Chancellor, to define for the college responsibilities and organization, and procedures for the exercise of its responsibilities. These Bylaws provide a system of governance for the college consistent with the principle of faculty responsibility and consistent with the laws of the State of Colorado and the rules of the Board of Regents of the University of Colorado.

College of Arts & Media Mission, Vision and Values

Vision:

Art changing lives

Mission:

The College of Arts & Media exists at the intersection of art, technology and commerce, and as such, faculty and students use powerful art making, expansive teaching/learning and strategic service to connect deeply with the arts disciplines and the creative industries—as these currently exist and as they might become.

Values:

Experimentation and Innovation

Excellence and Professionalism

Community

Creative Research and Scholarship

Leadership

Entrepreneurship

Technological Innovation

Critical Thinking

Civic Engagement

Experiential Learning

Social Responsibility

Diversity, Accessibility, and Equity

Intellectual Freedom and Artistic

Integrity

Sustainability

ARTICLE I **Definitions**

As used in these Bylaws, the following definitions shall apply unless otherwise specified.

1. **The College:**
The College of Arts & Media of the University of Colorado Denver.

2. **Constituency:**
Faculty, students and administration within who are eligible to serve on committees and who enjoy full or limited voting rights.

3. **Faculty:**
Rostered Faculty refers to such faculty positions eligible to participate in college governance and/or serve on college committees, and shall include:
 - a. Rostered Tenured and Tenure-Track Faculty
Those tenured or tenure-track faculty who hold academic rank and whose names appear in the annual personnel budget roster.

 - b. Rostered Non-Tenure-Track Faculty
Those non-tenure-track and at-will faculty who hold titles such as Senior Instructor, Instructor or Clinical Track with appointments of 50% or more.

Note: Research Faculty, Lecturers, Teaching Assistants, Research Assistants and Associates, Visiting Professors and Faculty with Attendant Rank who are not required to serve on College Committees and do not have voting rights within the college and are not considered Rostered Faculty.

4. **The Faculty Congress:**
Composed of all CAM Rostered Faculty.

5. **Students:**
 - a. Undergraduate Students
All students matriculated in baccalaureate-level degree programs within the

college.

b. Graduate Students

All students admitted to the Graduate School of the University of Colorado Denver and matriculated in degree programs taught by graduate faculty within the college.

6. **Administration:**

a. Administrators

The Dean and Associate Dean(s) of the college, Department Chairs and such other administrators within the college who hold academic rank.

b. Administrative Staff

Assistant Dean(s), Administrative or Staff Assistants, Academic Advisors, Program Specialists, Technical Specialists, student and other hourly assistants employed by the college.

c. Executive Administration

Administrators and Administrative staff including the Dean, Associate Dean(s), Assistant Dean(s), College Coordinator, Department Chairs and others college leaders as appointed by the Dean.

7. **Voting Members of Constituencies:**

a. For purposes of voting on issues pertaining to the Bylaws or general governance of the College, and for electing members of their own constituency to committee membership, each tenured and tenure-track faculty member as defined in these Bylaws Article I, Section 3a shall be entitled to one vote.

b. For purposes of voting on issues pertaining to the Bylaws or general governance of the college, with the exception of matters related to tenure and promotion of tenured and tenure-track faculty, and for purposes of electing members of their own constituency to committee membership, rostered non-tenure-track faculty as defined in these Bylaws Article I, Section 3b are entitled to one vote. See Regent Law 4, Organization of Academic Units, which set forth the rights and processes of faculty voting membership.

8. **Departments:**

a. Within the College, there are three departments: Visual Arts; Music & Entertainment Industry Studies; and Theatre, Film & Video Production.

b. Other departments may be created upon recommendation of the voting members of the Faculty Congress and/or the Dean after appropriate University, System, Regent and CCHE approvals.

c. Member of More than One Constituency, Department or Discipline

Any person formally appointed simultaneously in more than one constituency, department or discipline would represent only one constituency, department or discipline for the purposes of these Bylaws. When the assignment of such a person is 60 percent or more in one constituency, department or discipline, the person shall be considered a member of that particular constituency, department or discipline. When a person's assignment is less than 60 percent in any constituency, the Dean shall select the constituency, department or discipline with which the person will be associated for the purposes of these Bylaws.

9. **The Dean:**
See Regent Laws and Policies, Article 4, Section 4 A.2, Deans, which set forth the roles and responsibilities of the Dean.
10. **The Associate Dean(s):**
Associate Dean position(s) in the College of Arts & Media are created by the Dean, after consultation with the Executive Committee. Faculty shall collaborate with the Dean on the selection of the Associate Dean(s), who shall serve under the Dean's authority and at the discretion of the Dean.
11. **Assistant Dean(s):**
Assistant Dean position(s) in the College of Arts & Media are created by the Dean and serve under the Dean's authority and at the discretion of the Dean.
12. **College Coordinator:**
The College Coordinator position in the College of Arts & Media is created by the Dean and serves under the Dean's authority and at the discretion of the Dean.
13. **Department Chairs:**
The Chairs of all recognized departments in the College of Arts & Media.
See Regent Laws and Processes, Appendix B, Roles and Responsibilities of Department Chairs, which set forth the roles and responsibilities of Department Chairs.
14. **Area Heads/Directors:**
Area Heads and Directors are the faculty representative of program areas within the college. Their role is to provide curricular and co-curricular support and leadership in collaboration with the Department Chair, Associate Dean of Academic and Student Affairs and college Dean.

ARTICLE II

College Administration

1. **Dean:**
 - a. Role

There shall be a Dean of each college or school who shall be the principal administrative officer for the college or school, and the presiding officer for faculty meetings of the college or school. See Laws of the Regents Article 4.A.2.A, which set forth the role of the Dean.

b. Powers & Functions

Each Dean shall be responsible for matters at the College or school level including but not limited to enforcement of admission requirements; the efficiency of departments and other divisions within the college or school; budgetary planning and allocation of funds; faculty assignments and work load recommendations on personnel actions; curriculum planning; academic advising; accountability and reporting. See Laws of the Regents Article 4.A.2.C, which set forth the powers and functions of the Dean.

2. **Associate or Assistant Dean(s):**

- a. Appointment is by the Dean of the college in consultation with the CAM Executive Committee. Term of the appointment of the Associate or Assistant Dean is indeterminate, and at will. Associate Deans and Assistant Deans are subject to yearly performance/merit reviews as Professional Exempt Administrative positions.
- b. There shall be at least one Associate Dean of the college whose role and responsibilities will be determined by the Dean in relationship to program and college need. The Associate Dean will report to the Dean and assist, advise and support the Dean in the academic leadership of the college.
- c. There may be an Assistant Dean(s) of the college whose role and responsibilities will be determined by the Dean in relationship to program and college need. The Assistant Dean will report to the Dean and assist, advise and support the Dean in the administrative leadership of the college.

3. **Executive Committee:**

- a. There shall be an Executive Committee consisting of members of the Executive Administration.
- b. The Executive Committee provides assistance, advice and support to the Dean and other Executive Committee members on academic and administrative matters that the Dean determines as needing review or discussion with the Executive Committee. Through the Executive Committee, the Dean seeks assistance, advice and support, and conveys the strategic vision, requests and needs of the university, college, departments and programs within the college.

- c. The Executive Committee provides assistance and advice to the Dean on matters that the committee members request as needing review or discussion.
4. **Department Chairs:**
- a. There shall be Department Chairs who are faculty members serving as the designated administrative leader of the department and the leader of the faculty, staff and students who comprise the department.
 - b. Chairs are the link between the college administration and the department. Chairs are expected to articulate the goals, actions and requests of the department to the Dean and the Executive Committee. Chairs are expected to articulate the goals, actions and requests of the college to the departments. As the administrative head of the department, the Chair has specific administrative duties as defined in Regent Policy APS Number: 1026, and may be assigned special assignments or additional duties by the Dean or Chancellor. See Regent Law, Organization of Academic Unit, a written document outlining a department's working structure and rules, which rules shall be consistent with University Policy and must be approved by the Dean of the college or school and the Chancellor.

ARTICLE III
College Committees

1. **General Functions:**
The functions of the standing committees of the college generally are to review, advise and recommend to the Dean and act in those areas assigned and delineated in this Article and in other matters which may be assigned by the CAM Faculty Congress or the Dean. A standing committee may at any time refer matters of concern to the CAM Faculty Congress or Dean for review or resolution. The CAM Faculty Congress or the Dean may also review the activities of any standing committee, with the exception of the confidential discussions of the RTP Committee, at the request of CAM faculty members or the Dean.
2. **Establishment and Procedures:**
- a. Eligibility
All tenured and tenure-track faculty shall be eligible for membership on standing college committees.
 - b. Process for Assigning Committee Membership
Committee representation on all college, campus and university committees shall be recommended by the Executive Committee and sent for review by the faculty. The Dean, in consultation with the Executive Committee, approves final committee membership. On committees where rostered non-tenure-track faculty and student seats are provided, they shall be appointed in the same manner. Standing committee positions for rostered non-tenure-track faculty are

filled on a voluntary basis, do not constitute remunerable service to the college and may not be used in the evaluation of these faculty in matters of merit raise and/or promotion, except as specifically stipulated in individual contracts. The Dean, or a designee of the Dean, shall be a nonvoting member of all college standing committees, with the exception of the RTP Committees, of which the Dean shall not be a member, and the Executive Committee, of which the Dean shall be a regular voting member.

3. **Committee Structure:**

Standing and Ad-Hoc Committees in the college may study, advise and/or recommend to the Faculty Congress and to the Dean, and act in their assigned areas and in other matters as assigned by the Faculty Congress or the Dean. The College Standing Committees are: (1) Executive Committee; (2) College Budget Priorities Committee; (3) College Academic Policies, Procedures and Curriculum Committee; (4) College Scholarships and Awards Committee; (5) College Retention, Tenure and Promotion Committees; (6) The Post Tenure Review Committee and (7) CAM Events Committee.

4. **Committee Chairpersons:**

- a. A tenured or tenure-track Chairperson of each standing committee shall, except as otherwise specified in these Bylaws, be elected from among the voting members of the committee during the first meeting.
- b. The term of office for committee chairpersons shall be at least one academic year with the possibility of renewal.
- c. Committee chairpersons shall have the same voting privileges as other committee members.
- d. The Chair shall insure that minutes are taken and may write summary reports where appropriate, except for RTP Committees.

5. **Term of Office and Vacancies for Committee Members:**

- a. The term of office of tenured and tenure-track faculty members shall normally be two years.
- b. The College Coordinator and/or Associate Dean shall notify the Executive Committee of unfilled or vacated faculty seats.
- c. The term of office of student members shall be one year, and is renewable. A student member may be reelected or re-appointed for no more than two terms.
- d. If a committee member does not meet regularly with the committee, the committee chair shall declare the seat vacant, and request that the Associate Dean responsible for faculty affairs appoint a replacement from the

appropriate constituency. The committee will determine the definition of regular attendance.

6. **Procedures of Standing Committees:**

- a. Committees may request consultation with the college Executive Committee at their discretion. The Executive Committee may also request that chairs of standing committees attend meetings or respond to queries as deemed appropriate and useful.
- b. In the case of exigent circumstances, if a committee wants to submit a recommendation or question to the CAM Faculty Congress for review and/or approval, it must be distributed at least 48 hours before the meeting. If 48 hours notice has not been given, this requirement may be waived by a quorum of the Faculty Congress. If requested, the Chair of a standing committee shall attend the meeting of the CAM Faculty Congress at which his/her committee's recommendations will be heard.
- c. A committee chair or any committee member may request that a vote be taken by secret ballot when deemed desirable to do so.
- d. A written record of all committee actions shall be submitted by the standing committee chair and kept by a staff person in the Dean's office except for RTP Committee actions. Faculty may review these records.

7. **Committee Quorum:**

A committee quorum shall consist of a majority of the voting members of that committee.

8. **Establishment of Ad Hoc Committees:**

The CAM Faculty Congress or the Dean may create ad hoc committees and shall prescribe their functions and compositions. Other ad hoc committees within the college may operate as working groups, but may not originate policy or programs without approval from the appropriate entity i.e., the Dean or the Faculty Congress. Actions of these ad hoc committees that are not approved by the appropriate entity are not binding.

CAM Faculty representatives to campus or system-level standing or ad hoc committees will be appointed as described in Article III, Title B, 2, section above when time allows or appointed by the Dean under exigent circumstances.

9. **Standing Committees:**

- a. Executive Committee
 - i. **Function:**
The committee provides a forum for the discussion of issues relating to strategic planning and goals, management, and improvement of the

college, to serve as the central planning body for the college, to keep the Dean informed on the status of matters delegated to administrators and administrative staff, and to make recommendations to the Dean on policies and procedures relating to the operation and management of the college. The Executive Committee discusses, evaluates and develops policies and procedures that include budgetary matters, personnel issues, and curricular issues to ensure continuity, communication and coordination across all areas of the college's academic programs.

- ii. **Composition:**
Dean, Associate Dean(s), Assistant Dean(s), Department Chairs and College Coordinator.
- iii. **Chairperson:**
The Chair of the Executive Committee is the Dean.
- iv. **Voting:**
When a vote is required, Administrators vote on matters of academic and faculty affairs. All Executive Committee members vote on matters of Administrative Affairs.

c. CAM Budget Priorities Committee

- i. **Function:**
The CAM Budget Priorities Committee (CBPC) is an advisory body to the Dean charged with making recommendations on strategic budgetary planning for the college, as charged by the Dean.

The Dean presents the recommendations of the CBPC to the Executive Committee for discussion, and reports back to the CBPC.
- ii. **Composition:**
At least three tenure or tenure-track faculty members (one from each department); the college's representatives to the campus Budget Priorities Committee, or any campus budget committee requiring college representation, shall be a member of the CBPC.
- iii. **Chairperson:**
A chairperson of the CBPC shall be elected from among the voting members of the committee during the first meeting.
- iv. **Procedures:**
The Dean will meet with the CBPC and will give the committee its charge. The CBPC can also request a meeting with the Dean. The committee will report back to the Dean upon completion of

recommendations.

- v. Voting:
All faculty members are eligible to vote.

d. College Academic Policies, Procedures and Curriculum Committee

i. Function:

- 1) The CAM Academic Policies, Procedures and Curriculum Committee (ACPOL) is responsible for the evaluation and interpretation of the approved academic policies and curriculum of the college. The two primary functions of ACPOL are to serve as the committee for all student-related petitions, issues, and appeals; and to serve as a peer review and approval process for all curricular and program changes and to ensure consistency across programs and the college.
- 2) Second-level review shall be the Associate Dean of Academic and Student Affairs. The final third-level review will be the Dean.
- 3) The CAM Academic Policies, Procedures and Curriculum Committee is the body that reviews, ensures consistency, and approves, denies or requires changes, on all standing or proposed degree programs, curricula, course additions and course end-terms, across all disciplines in the college. The committee is charged with reviewing all details of course and program changes, and ensuring consistencies in such things as alignment of course descriptions with course outcomes, consistency in titles, requisites that achieve the curricular map as intended and course outcomes articulated in knowledge, skills and dispositions. The committee is responsible for ensuring accuracy of information and consistency across the college. The committee is also charged with making changes, in consultation with faculty, to any documents brought before the committee.
- 4) The CAM Academic Policies Committee may make recommendations to the Dean or the Executive Committee on matters related to curricular or academic policies and procedures.

ii. Composition:

One faculty member from each department, one Academic Advisor, the College Coordinator and the Associate Dean for Academic and Student Affairs, shall be members of ACPOL.

- iii. Chairperson:
The Chairperson of meetings where the matter under discussion is student-related petitions and appeals, shall be the Director of Advising or the Dean's delegate. The Chairperson of meetings where the matter under discussion is curricular and programmatic reviews is the Associate Dean.
 - iv. Voting:
The voting members are the three departmental faculty representatives. See System APS, Uniform grading policy, which set forth processes relating to student grade and disciplinary action appeals/grievances.
- e. College Scholarships and Awards Committee
- i. Function:

The Scholarships and Awards Committee is responsible for selecting student recipients, based on the published criteria and guidelines for the competitive scholarships available to CAM students. The committee may also be called upon to engage in the selection process for other student awards, projects or initiatives that require a selection process and are assigned to the committee by the Dean. The committee may seek consultation with relevant faculty and/or professionals on awards and scholarships.
 - ii. Composition:
One faculty member from each department, one Academic Advisor and the Associate Dean for Academic and Student Affairs, shall be members of the Scholarships and Awards Committee.
 - iii. Chairperson:
A Chairperson shall be elected from among the departmental faculty members. The term of office for the Chairperson shall be one year beginning on the date of the first meeting.
 - iv. Voting:
The voting members are the three departmental faculty representatives.
- f. College Retention, Tenure and Promotion Committees
The reappointment, tenure and promotion review process incorporates committee reviews at several levels within the College of Arts & Media, including the Primary Unit Committee and the Dean's Advisory Committee. The Primary Unit is a committee of tenured CAM faculty that is charged to review RTP dossiers in concert with university policies. The Dean's Advisory Committee is a committee of tenured CAM faculty that is charged to review RTP dossiers in concert with university policies.

See the CAM document titled *CAM Guidelines for Retention, Tenure & Promotion*, which set forth a list of all functions, processes, procedures, composition, chairpersons and voting. See System APS, Standards, Processes and Procedures for Appointment, Reappointment, Tenure and Promotion in Appendix A of the Laws of the Regents, which set forth procedures for primary unit reappointment, tenure and promotion committees, including eligibility requirements for members serving on the committees.

g. CAM Post Tenure Review Committee

i. Function:

College PTR Committee will serve as the first level of review for post tenure reviews until such time as a critical mass of senior professors resides in each department.

See the CAM document titled *CAM Post Tenure Review (System APS, Post-Tenure Review Policy)*, which set forth a list of all functions, processes, procedures, composition, chairpersons and voting.

ii. Composition:

The committee shall consist of five tenured faculty members—one from each of the college’s three departments, plus two at-large members. Each member shall be elected for a three-year term. Insofar as possible, one member shall rotate off the committee each year to be replaced by a representative from the member’s department. A designated representative from the Dean’s office shall serve ex-officio and chair the committee.

h. CAM Events Committee

i. Function:

The CAM Events Committee is a college committee responsible for developing an academic year of events. This committee reviews proposals and works closely with departments, college administration and staff. The committee is charged with developing an event season that is ideally planned at least one year in advance of the season. The committee also provides peer assessment to faculty event leaders and departments with the goal of continued improvement of event quality and co-curricular impact.

ii. Composition:

One to two faculty members from each department, Department Chairs, and the Associate Dean of Academic and Student Affairs or Dean’s delegate, shall be members of the CAM Events Committee. The Associate Dean or Dean’s delegate is a non-voting member. The committee may invite additional individuals to assist in planning and execution as needed.

- iii. Chairperson:
The Associate Dean of Academic and Student Affairs or Dean's delegate.
- iv. Voting:
The voting members are the faculty members.

ARTICLE IV
Retention, Tenure and Promotion (RTP) and Post Tenure Review (PTR)
Criteria, Reviews, Processes and Procedures

1. **Primary Unit Criteria:**

The CAM document titled *Primary Unit Criteria* is the document that sets forth CAM requirements for all review levels; describes what evidence is needed to evaluate the level of accomplishment; defines substantive peer review; describes the criteria for continuation of appointment for the comprehensive review; the awarding of tenure for the tenure review and promotion to full professor.

See System APS, Standards, Processes and Procedures for Appointment, Reappointment, Tenure and Promotion in Appendix A of the Laws of the Regents.

2. **Criteria for the Selection of External Reviewers in RTP Reviews:**

- a. The reviewer's area of expertise aligns with the strategic development plan of the faculty member under review.
- b. For comprehensive and tenure reviews, external reviewers must have tenure and the rank of Associate Professor or higher.
- c. For promotion to Full Professor reviews, external reviewers must have tenure and the rank of Full Professor.
- d. Exceptions may be made when external reviewers hold high positions in education, business, government or the arts.
- e. External reviewers are selected from academic programs that share a family resemblance to CAM.
- f. External reviewers must be available to participate in the review process.
- g. Department Chairs and CAM candidates under review seek potential reviewers by scanning the field, consulting with peers, reviewing the academic programs that a reviewer is connected to and assessing the credentials/vita of potential reviewers.
- h. Department Chairs apply the above criteria to the selection of final reviewers from the RTP candidate's list of potential reviewers.

- i. Chairs consult with the Dean regarding selection of external reviewers.
- j. CAM candidates consult with Department Chair regarding the selection of external reviewers.

Note: The Dean will formally solicit external letters, upon review of the pool of recommended reviewers and notification by the Department of the reviewer's willingness to serve. See System APS, Standards, Processes and Procedures for Appointment, Reappointment, Tenure and Promotion in Appendix A of the Laws of the Regents, which set forth a description of the procedures used to solicit external reviewers for comprehensive reviews (if applicable) and for promotion and tenure reviews.

3. **Required Documentation for PTR Dossiers:**

The CAM document titled *CAM Post Tenure Review* is the document that outlines the processes and procedures of PTR in CAM as well as expectations for faculty regarding dossier development, required documents for the dossier, the PTR timeline, and committee processes and expectations. See System APS, Post-Tenure Review Policy, which set forth information regarding the process for appealing a below expectations rating on an annual review or post-tenure review.

4. **Processes Related to Research Misconduct:**

When cases of research misconduct arise in the college, the Dean will convene the RTP Dean's Advisory Committee to review the case, make recommendations to the Dean and to follow processes and procedures as described in the system APS, Misconduct in Research and Authorship. See System APS, Misconduct in Research and Authorship, which set forth processes related to research misconduct.

ARTICLE V

Process for Appealing a Below Expectations Rating on an Annual Review or Post-Tenure Review

If a faculty member desires to appeal a "below expectations" rating, the faculty member should submit an appeal in writing to the Dean within two weeks of the receipt of the PTR or annual review results. The Dean will forward the appeal to the CAM RTP Dean's Advisory Committee who will provide a written report and rating to the faculty member, the Chair and the Dean. A faculty member receiving a "below expectations" rating from the CAM RTP Dean's Advisory Committee may appeal this decision to the Dean. The Dean's decision is final. If a faculty member files an appeal, it is not necessary to generate a Performance Improvement Agreement (PIA) until the Dean has ruled to uphold the rating after appeal.

ARTICLE VI

Guidelines for Writing Professional Plans

CAM requires all faculty develop Faculty Development Plans (FDP) at pre-determined points within the RTP and PTR timelines. The intent of this plan is to support faculty achievements

through thoughtfully articulated goals, adequate preparation, effective execution, compelling presentations, documentation and contextualization of activities and reflective self-assessment. CAM Faculty Development Plans clarify expectations and identify goals that are individualized for each faculty member. Faculty Development Plans assist faculty as they move through the varying levels of evaluation associated with comprehensive review, tenure and promotion review and post-tenure review.

See the CAM document titled *CAM Guidelines for Retention, Tenure, & Promotion* in System APS, The Professional Plan for Faculty, which set forth-detailed information on all aspects of the CAM required Faculty Development Plans.

In addition, the University requires an annual submission of the Faculty Professional Plan document.

ARTICLE VII

Process for Annual Merit Evaluations and Annual Performance Ratings

Annual merit evaluations take place in the spring semester. All faculty, staff and administrators undergo a review process. The process requires the submission of university, college and departmental documents specific to each individual's classification. Upon submission of required documents, a review meeting takes place to discuss accomplishments, progress on goals, areas needing improvement and rating score assessment.

1. **Review Meetings:**

The Dean reviews Department Chairs, Tenure-line Faculty (with respective Department Chair), Instructors (with respective Department Chair), Exempt and Classified Staff under the supervision of the Dean. Department Chairs review all departmental staff. Chairs and/or delegated Rostered Faculty review available departmental lecturers. Supervisors review classified and exempt staff.

2. **Annual Performance Rating:**

Upon completion of all reviews, the Dean meets with supervisors and Department Chairs to review final rating scores and to finalize the tenure, tenure-track and departmental staff ratings. All supervisors or reviewers submit a signed and rated form to each individual for final approval and signature. Upon completion of the review process, required documentation is sent to the University and copies are maintained in CAM files.

For information regarding System and University Policies pertaining to annual merit evaluations and annual performance ratings see:

- a. Processes for annual merit evaluations and annual performance ratings in Regent Policy 11-B: Faculty Salary.

- b. System APS, Performance Ratings For Faculty.
- c. UCD Administrative Policy, Faculty Compensation – Downtown Campus.
- d. UCD Administrative Policy, Research Assistant/Associate (PRA) – AMC.
- e. UCDHSC Downtown Denver Campus Administrative Policy Statement, Instructor and Senior Instructor Annual Performance Review.
- f. UCDHSC Downtown Denver Campus Administrative Policy Statement, Lecturer, Adjunct Faculty, Adjoint Faculty and Attendant Rank Faculty Performance Review.

See System APS, Post-Tenure Review Policy, which set forth information regarding the process for appealing a below expectations rating on an annual review or post-tenure review.

ARTICLE VIII

Procedures for Negotiating Differentiated Annual Workloads

See System APS, Differentiated Annual Workloads for Faculty, which set forth information regarding procedures for negotiating differentiated annual workloads.

ARTICLE IX

Amendments to the Bylaws

Reference: Regent Law 4, Organization of Academic Units: Part 4, *Organization of the Colleges and Schools*, <http://www.cu.edu/regents/Laws/Article%204B.htm>.

Amendments to these bylaws may originate in any of the following ways:

1. Any member, or group of members of the voting faculty may propose an amendment to these Bylaws, in writing, to the CAM Executive Committee. The Committee may then petition the Dean to present the proposed amendment to the Faculty; or
2. The above applies only to topics that do not pertain to tenure, post-tenure or other related personnel matters; in such cases, only tenured and tenure-track faculty are eligible to sign and vote. For those issues, 1/3 of the tenure and tenure-track faculty can by signed written petition, propose an amendment to the bylaws.
3. Bylaw changes can be initiated by any constituency of the Faculty Congress. Any proposed change can come to the floor by written petition signed by 1/3 of the Faculty Congress; or
4. Any department, by a majority vote of its Rostered Faculty, may petition the Dean, who will present the amendment to the Faculty Congress.

5. **Procedures for approving amendments:**
- a. After the signatures are submitted to the Dean, a meeting shall be scheduled for a discussion of the proposed changes. Proposed amendments shall be distributed to the members of the faculty in written form at least 14 calendar days prior to the meeting of the faculty at which the amendments are to be considered. A 60% quorum of the rostered faculty eligible to participate in college governance and/or serve on college committees is required for this meeting. A 60% quorum of the Tenure/Tenure Track faculty is also required for this meeting.
 - b. No more than 60 calendar days, exclusive of official recesses, shall elapse between the time a petition to amend is received (in accordance with (section A, above) and the time a meeting of the faculty is called to consider the petition.
 - c. After initiation and discussion, the amendment will be adopted if approved by 2/3 of the voting members of the faculty congress. Voting shall be conducted by secret ballot.
 - d. For voting on amendments that pertain to tenure, post-tenure or other related personnel matters, a 2/3 vote of all tenure and tenure-track faculty is required.
 - e. Voting shall be conducted by the Associate Dean of Academic and Student Affairs. All amendments shall be effective as stated within the amendment.

REFERENCES

1. *CAM Guidelines for Retention, Tenure, & Promotion*
2. *CAM Primary Unit Criteria*
3. *CAM Post Tenure Review*
4. *Clinical Track*