Template Instructions & Key

This page to be deleted from final (Word Version) of Governance Document.

Instructions on how to use the P&T Guidelines Template:

1. When editing this document:
    a. Font: Verdana
    b. Font Size: No smaller than 12
    c. Colors that highlighting indicates:
        i. Information that you may choose to include in your department guidelines.
        ii. Language that must be either used as provided in blue-highlighted examples or must be created by the department and added to your department bylaws.
        iii. Language that must be included in your department bylaws. This language is provided for your use and cannot be changed.
    d. Use the "Styles" drop down menu to ensure your document continues to be navigable for a screen reader.
2. *Italicized* Instructions and Examples:
    a. Instructions do not need to be in the final document. They will be italicized and should be removed.
    b. Italicized text/examples not highlighted indicate language that may be used as guidance for developing appropriate content.
3. Document must include:
    a. Title page
    b. Signature Page with dates **(when posting final version to public facing websites, remove Signature pages for confidentiality)**
    c. Revision History
    d. Table of Contents
    e. Preamble and Definitions
    f. Articles in ascending order
        i. Section Headings

4. Before beginning: Find and Replace the information in Table 1 to customize the bylaws to your school or college on the department/unit level and the personnel level.
5. Title page instructions:
    a. The graphic and text are a placeholder. They may be replaced with the official PSU logo for the given unit (or some other equivalent, at the choice of the unit).
    b. Replace all occurrences of DEPT_NAME (when it occurs in all caps with an underscore) throughout the document with the appropriate name. For example "Department of Chemistry" or "School of Business", etc. Do not use all caps or department acronyms in the final language. (Acronyms to be used in DEPT_ABBREV only)
6. Signature Page: Adjust signature requirements to match administrative structure of unit at the time of approval. Remove page before posting.
7. Revision History Page instructions
    a. This table can include one or more non-empty rows. Place the newest entries at the top.
    b. Use this column to provide short notes that highlight the changes that were made in this version of the document as well as the motivations for those changes.
    c. Record approval dates in these columns (month and year are generally sufficient). Use “Unknown” if the date of a particular approval is unknown or unconfirmed.
8. **Submit documents for review to OAA in Microsoft Word with the date of submission [EXAMPLE: 7.31.2023 - DPTACRONYM – Bylaws approved by dept vote 5.14.2023]** (Google docs should be used only for editing and collaboration)

Table 1

Abbreviation	**Definition**
SCHOOL/COLLEGE_NAME	Replace all occurrences with School or College name. Do not use all caps or department acronyms in the final language for the name.
SCHOOL/COLLEGE_ABBREV	Replace all occurrences throughout the document with the appropriate abbreviation (e.g. “School”, "College"). Example: College of Liberal Arts and Sciences=CLAS.
DEPT_NAME	Replace all occurrences with Department, Program, or Unit Name. Do not use all caps or department acronyms in the final language for the name.
DEPT_ABBREV	Replace all occurrences of DEPT_ABBREV (all caps) throughout the document with the appropriate abbreviation (e.g., "Department", "Program", "Unit", or "Center"). Example, “Biology” = “BIO”.
DEPT_CHAIR/EQUIVALENT	Replace all occurrences with appropriate chair or chair equivalent title (“Department Chair”, “Director” “Executive Director”, “Center Director”). Do not use all caps or abbreviations in the final document.

[Title page]

Portland State
UNIVERSITY

DEPT_NAME Bylaws

Amended, Approved

Faculty-MONTH YEAR, OAA-MONTH YEAR

Signature Page

DEPT_NAME Bylaws

Revised MONTH YEAR

_____

DEPT_CHAIR/EQUIVALENT Date

_____

Dean Date

Academic Affairs Approval:

_____

Vice Provost for Academic Personnel Date

and Dean of Interdisciplinary General Education

Revision History Dates:

Department /Faculty	Dean	OAA	Brief Notes on Changes

Navigational Table of Contents:

Instructions: An accessible navigational Table of Contents is required for the Bylaws.

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Abbreviations

Abbreviation	Definition
CBA	Collective Bargaining Agreement
OAA	Portland State University Office of Academic Affairs
FTE	Full time equivalence. FTE is expressed on a scale of 0.00–1.00
PSU	Portland State University
P&T	Promotion and Tenure
TTF	Tenure Track
NTTF	Non-Tenure Track Instructional and Research
NTTF-I	Non-Tenure Track Instructional
NTTF-R	Non-Tenure Track Research
IPDA	Individual Professional Development Account
AP	Academic Professional
HR	Human Resources
GDI	Office of Global Diversity and Inclusion

Terms

Term	Definition
AAUP CBA Requirements	PSU-AAUP CBA List of Requirements, last revised (date)
(Other appointments)	Visiting Faculty, Affiliate Faculty, Joint, Associate
College	(Name)
Dean	Dean at Portland State University
Department	Department of (Name) at Portland State University
Department Chair/Chair-Equivalent	Add University Definition
Department P&T Guidelines	Departmental Promotion and Tenure Guidelines
Emeriti	
Faculty	Employees of the University who meet the criteria for Faculty Membership within the Department
Faculty Constitution	Constitution of the Portland State University Faculty, Last revised (date)
Fall, Winter, Spring, Summer	Terms of the academic year
Members	Members of the Department
PSUFA CBA Requirements	Portland State University Faculty Association, Local 3571, American Federation of Teachers, AFL-CIO Collective Bargaining Agreement requirement, (date)
Robert's Rules	Robert's Rules of Order Newly Revised most recent edition (date)
University	Portland State University
University P&T Guidelines	Portland State University Policies and Procedures for the Evaluation of Faculty for tenure, Promotion, and Merit Increases, most recent version

Preamble

We intend that these bylaws are consistent with, but are superseded by, University and College policies, the *Constitution of the Portland State University Faculty*, the *Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion, and Merit Increases*, and any relevant Collective Bargaining Agreements.

Article I: Name

The organization herein defined shall be known as the DEPT_NAME (hereafter also referred to as the DEPT_ABBREV).

Instructions: Replace all occurrences of DEPT_ABBREV (all caps) throughout the document with the appropriate abbreviation (e.g., "Department", "Program", "Unit", or "Center"). Example, “Biology” = “BIO”

Article II: Purpose and Authority

A. Unit Mission Statement / Goals and Objectives

EXAMPLE:

The DEPT_NAME at Portland State University is dedicated to preparing individuals for ethical, competent and effective public service to play a range of roles in policy, management and leadership. We seek to improve practice by facilitating learning through community engagement, promoting scholarship, and encouraging reflection as we develop and work with leaders representing diverse communities across all domains of public service.

In addition to serving students who are enrolled in Departmental degree programs, Public Administration (PA) seeks to support the interdisciplinary programs housed in the Hatfield School of Government.

Alternative section headings here may include "Goals and Objectives" or "Purpose", etc. Replace with language created by the department that describes the mission/purpose/goals of the unit.

B. Authority of the Unit/Department as a Whole

As specified in the PSU PSU Constitution of the Faculty. Article III.2. The faculty of the DEPT_NAME primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status (e.g., promotion & tenure), and those aspects of student life that relate to the education process.

C. Authority of University Policies and College Bylaws Supersedes that of the Unit/Department

Section C can either appear here or under the Preamble section above.

We intend that these bylaws are consistent with, but are superseded by, University and College policies, the *Constitution of the Portland State University Faculty*, the *Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion, and Merit Increases*, and any relevant Collective Bargaining Agreements.

Example: Article II: Purpose and Authority

A. Purpose

We prepare students for successful engineering careers and lifelong learning; and we conduct research that creates new technologies and engineering knowledge.

Our vision is to be a source of premier electrical and computer engineering talent and high-impact research. This means our graduates are successful, our research is recognized worldwide, and we are the intellectual center for our discipline in the Portland region. We value:

- *The success of our graduates*
- *Contributions to research and knowledge creation*
- *High intellectual and ethical standards*
- *High quality education for traditional and nontraditional students*
- *A diverse student population*
- *Our contribution to the Oregon economy*
- *Lifelong learning*
- *Technical and professional relationships with the engineering community*

Article III.1: Members of the UNIT

Note that this section identifies ALL people that are considered "Members" of the unit. Some of these members may have additional rights and responsibilities, as described elsewhere in this document. For example, details for members with additional voting rights are described in Article IV.

Those members covered by the University P&T Guidelines, may use their unit P&T Guidelines section of this document if bylaws and P&T guidelines are integrated in a single document.

A. Tenure Related (TR) and Non-Tenure Track (NTT) Faculty Members

1. Any TR or NTT faculty currently teaching, conducting research, or holding an administrative position in the DEPT_ABBREV and a minimum of 0.5 FTE in the DEPT_ABBREV is a member.

2. TR and NTT Faculty on sabbatical or other leave retain member status.

3. The DEPT_ABBREV adheres to the academic ranks for TR and NTT Faculty defined in the University's Promotion and Tenure policies, Section III. Details regarding ranks, reviews, and promotion for TR and NTT Faculty are in the DEPT_ABBREV P&T Guidelines.

B. Adjunct Faculty Members

1. Any adjunct faculty currently teaching in the DEPT_NAME is a member.

2. Details regarding ranks, appointment and assignments, and reviews are in the DEPT_ABBREV P&T Guidelines.

Reference to PSUFA CBA okay.

C. Other Faculty Members

Create/replace/omit the language here to provide unit-specific descriptions/terms for other faculty members that may be included as members.

1. Emeriti Faculty: DEPT_ABBREV faculty who are granted emeriti status following the DEPT_ABBREV's established procedures are non-voting members.

2. Affiliated Faculty: Membership may be extended to faculty with university appointments outside of the DEPT_ABBREV. The individual must have an active relationship with the DEPT_ABBREV's work; must be individually nominated; must accept the nomination; and must be approved by the voting members.

D. Other DEPT_ABBREV Members

Create/adjust/omit the language here to provide unit-specific descriptions/terms for other people (not faculty) that may be included as unit members.

1. Unclassified faculty and staff, Academic Professionals, and classified staff holding a position in the DEPT_ABBREV are members. The DEPT_ABBREV will adhere to all university guidelines and collective bargaining agreements related to these members.

E. Responsibilities of Members

1. Conduct: All members are expected to adhere to the relevant PSU Code of Conduct, including the Faculty Code of Conduct: (https://www.pdx.edu/dos/psu-faculty-code-conduct) and the Professional Standards for Conduct: (https://www.pdx.edu/hr/professional-standards-of-conduct-policy).

2. Duties: Tenue-Related and Non-Tenure Track Faculty Members are obligated to participate in all regular duties consistent with their appointment and rank in the DEPT_ABBREV.

   This includes but is not limited to attending DEPT_ABBREV meetings and committee service. Expectations and criteria for TR and NTT Faculty ranks are in the DEPT_ABBREV P&T Guidelines.

Label/numbers on sections may be adjusted in the obvious manner if earlier items in the same sequence are not included.

3. Office Hours: Each term each faculty member shall post a schedule of at least three regular weekly office hours, which shall be kept except for emergencies and final exam week.

Additional unit-specific responsibilities may be documented here.

Article III.2: Voting Rights and Procedures

Add a description here if there is a specific way in which this information can be accessed by or is otherwise shared with all unit members.

A. Voting Members

The voting members of the DEPT_ABBREV are:

1. Tenured/Tenure Track Faculty (TTF) and Non-Tenure Track Instructional Faculty (NTTF-I) with appointments of 0.50 FTE or more in the DEPT_ABBREV.
2. Research Faculty with a rank of Assistant Research Professor or higher and an appointment of 0.50 FTE or more in the DEPT_ABBREV [spanning three years or longer].
3. Emeritus, affiliated, and adjunct faculty are not eligible to vote.
4. No additional criteria are required to establish eligibility for a specific vote unless detailed in the relevant section of this document.
5. The DEPT_CHAIR/EQUIVALENT will maintain a list of voting members that is accessible to all members of the DEPT_ABBREV [by MEANS].

B. Sabbatical/Leave Voting Rights

1. Voting members on leave of any type, except administrative leave for disciplinary actions, are extended voting rights, irrespective of their FTE at the time of the vote. If voting members in this category wish to participate in voting, including the calculation of quorums or majorities, they must notify the DEPT_CHAIR/EQUIVALENT or convener of the vote in writing at least 24 hours before the tally of votes is conducted.

A unit may include language like this if it wishes to provide a mechanism for extension of voting rights beyond what is specified in A and B, but this is not required:

C. Extension of Voting Rights

1. Any voting member may request extension of voting rights to another member of the DEPT_ABBREV.
2. The proposing voting member must provide the voting members with a rationale for the extension of voting rights.
3. No proposing voting member may nominate the same person for an extension of voting rights more than once in any academic year.
4. The nominee must consent to the nomination.
5. The grant of voting rights requires an affirmative vote of two thirds in a closed ballot of those with current voting rights.
6. Extended voting rights expire automatically after three years but may be renewed by repeating the process for extension of voting rights.

(Three years is an example: individual units may prefer to specify a different timeframe, such as "at the end of the academic year in which they were granted", but voting rights should not be extended indefinitely.

D. Voting Procedures

Units should adapt this text or create new text to document their voting procedures. The text should explain, at a minimum: (1) who has the right to bring an issue forward for a vote? (2) how are voting decisions facilitated? (3) what are the quorum requirements for a vote to be conducted? (4) what standards must be met in order for a vote to be passed? (5) is proxy voting permitted? Review all instructions in italics for additional information.

1. Issues are resolved where possible, and where a vote is not otherwise mandated, by consensus, as reflected by a vote when appropriate.

2. Any voting member has the right to call for a vote on a particular issue.

3. The DEPT_CHAIR/EQUIVALENT does not vote except in chair-elections and when they do not have a vote as another level as an administrator, therefore, will act as a facilitator for the discussion and the collection of votes for issues where voting is required. In cases where the DEPT_CHAIR/EQUIVALENT is not available, not permitted, or otherwise chooses to recuse themselves (which should be rare), an alternate voting member will act as the facilitator. The facilitator should make every effort to maintain an appearance of impartiality and will only vote when either the vote is conducted by ballot (in which case, the facilitator must vote at the same time as all other members)

or when the facilitator's vote will change the outcome of the vote (by breaking or making a tie, for example).

4. Unless otherwise stated in the relevant section, a quorum, comprising a majority (more than half) of the voting members, must be present in order to conduct a substantive vote. In this case, an issue is considered substantive if it may have an impact on the policies or procedures of the unit that might extend beyond the meeting in question.

5. No member should submit a vote (or be counted in determining the quorum for a vote) if they will subsequently have an opportunity to vote on the same issue at a higher-level of approval within the DEPT_ABBREV.

For example: A chair should not vote in P&T committee recommendations because the chair is required to submit an independent recommendation for the same faculty member, which itself behaves as a form of vote.

6. Unless otherwise stated in the relevant section, a majority vote is required for an affirmative vote. This is defined as more than half of the votes cast by voting members, excluding blanks and abstentions.

A unit that wishes to allow voting by proxy may use or modify this language or create their own, to document the procedures that will be used.

Items 7 and 8 are mutually exclusive; only one of these should be included: *A unit that does not wish to allow proxy voting may use or modify this language or create their own. Note that individual units may wish to allow exceptions in specific cases, for example by including "except in the case of chair elections" at the end of the template text.*

7. Voting by proxy is permitted when the absence of a voting member is unavoidable. Proxy votes should be conveyed in writing (electronic or hard copy) to the DEPT_CHAIR/EQUIVALENT at least 24 hours before the tally of votes is conducted or Proxy votes are not counted in determining whether the requirements for quorum are satisfied.

8. Per Robert’s Rules of Order, there is no provision for absentee or proxy voting.

E. Voting Methods

Units may provide alternative language to specify acceptable methods for conducting votes.

If a unit allows closed/secret ballots, then details of that process must be included here.

Voting is done orally, or by a show of hands unless a closed (secret) ballot is called for a specific vote, as specified in the relevant section of this document, or requested by a voting member.

Units that wish to allow electronic balloting may use this language or create their own to reflect procedures within that unit. Units that do not wish to allow electronic balloting may omit this text altogether.

Electronic balloting may be used as needed. In this case:

1. The voting period begins with the distribution of a statement of the motion(s) to be voted and an associated deadline for responses. The statement of motion(s) cannot be changed once voting begins. A voting period of (at least) one week should normally be used to ensure sufficient time for discussion, clarification, and submission of votes. If a shorter period is required to address urgent issues, then a two-thirds majority vote may be stipulated at the beginning of the voting period to set a higher standard.
2. The specific mechanism for collecting votes for an electronic ballot may be chosen as appropriate provided that: it is limited to but easily accessible by all voting members; it allows for abstentions in addition to votes for or against each individual motion under consideration; and it ensures that no person can have more than one vote in the final count for each motion.
3. The total number of votes cast, including abstentions, will be used for the purposes of determining whether the requirement for a quorum has been reached in an electronic ballot. (This contrasts with using the number of members in attendance when a vote is conducted at an in-person meeting.)

Upon completion of a vote, whether open or closed, orally or electronic, the DEPT_CHAIR/EQUIVALENT, or other facilitator of the vote, will announce the tally of votes received.

Disclosing the tally of votes is generally encouraged in the interests of transparency, but is not required, and units may choose to remove or otherwise adapt the language shown here.

Article IV: Elected Officers/Chairs/Directors/or Equivalent [Option 1: Elected]

Directions: Article IV has two portions to select from. Units may want to include both options, or if they do not have elected chairs, in the case of Appointments, they should choose Option 2 only.
Option 1: Elected
Option 2: Appointed Officers.
Include both sections if you employ both sections.

A. **Elected** Department Chair/Director/or Chair-Equivalent

The DEPT_CHAIR/EQUIVALENT is the chief administrative official for the DEPT_NAME

1. Responsibilities

The DEPT_CHAIR/EQUIVALENT has responsibility for (a) all actions required of Departmental Chairs (https://www.pdx.edu/academic-affairs/academic-personnel-policies-and-development#dean-chair-director-resources) by the University; and (b) such additional activities as delegated by the Dean of the SCHOOL/COLLEGE_NAME. This includes but is not limited to managerial functions related to personnel, budget, staff, and scheduling, office space, and the implementation of Department policy. The DEPT_CHAIR/EQUIVALENT manages a centralized budget consisting of income, expenditures, and personnel for the DEPT_ABBREV. The DEPT_CHAIR/EQUIVALENT hires the Department administrative staff and supervises them. The DEPT_CHAIR/EQUIVALENT performs all annual employee evaluations and serves as a separate reviewer of all P&T and PTR cases and manages all those cases as they move through the review process.

Additional DEPT SPECIFIC TEXT regarding Chair Responsibilities/Duties and examples for specific responsibilities:

a. Budgeting
b. Recruitment and Hiring
c. Personnel Management/Supervision
d. Annual, Promotion, Tenure, and Post-Tenure Reviews
e. Departmental Governance
f. Meetings of the Department

g. Enrollment
h. Curriculum
i. Scheduling
j. Student Advising

The DEPT_CHAIR/EQIVALENT has external responsibilities in representing the unit to other departments and administrative units on campus and ensuring departmental compliance with processes and procedures emanating from other units, including but not limited to, the DEPT_NAME, Office of the Dean, Office of Academic Affairs, Human Resources, the Graduate School, the Business Office, and Registrar's Office.

Additional DEPT SPECIFIC TEXT regarding Chair Responsibilities/Duties and examples for specific responsibilities:

a. Governance (School/College/University)
b. Represent Department/School/College to other communities (Fund Raising, Community Outreach, Strategic Partnerships)

B. Eligibility for Office

You must include eligibility requirements for candidacy in the nomination for Department Chair.

You may want to include scholarly credentials or rank achievement.

EXAMPLE 1: Tenured faculty in the DEPT_ABBREV are eligible to be elected as the Department Chair.

EXAMPLE 2: Tenured and Non-Tenure Track post-CA faculty in the DEPT_ABBREV are eligible to be elected as the Department Chair.

EXAMPLE 3: The Department Chair must have an earned doctorate in one of DEPT_ABBREV's disciplines or a related field and scholarly credentials commensurate with appointment at the minimum rank of [tenured Associate Professor].

C. Faculty Eligible to vote in Chair Elections

a. Those eligible to vote in the election of a chair are the voting eligible members (as described in Article III) subject to the additional criteria that may be indicated below or elsewhere in the document [add reference to where to find the criteria in your bylaws].

b. The election procedure for selecting the DEPT_CHAIR/EQUIVALENT shall follow that prescribed in the PSU Constitution of the Faculty, Article III, Section 4 (http://www.pdx.edu/faculty-senate/sites/www.pdx.edu.faculty-senate/files/FGG%20Oct%2013%202015.pdf).

In the matter of election of the DEPT_CHAIR/EQIVALENT, the DEPT_ABBREV will, in the final year of a Chair's three-year term, solicit nominations in February, schedule presentations by nominees to the faculty in March, vote in April, and announce results by April 15, in accordance with the University procedure.

If during the Chair's term a permanent vacancy occurs, the election process with the appropriate variation in timing will be followed.

D. Term of Service

a. Length and limitations (consistent with the PSU Constitution of the Faculty, Article III, Section 4 as appropriate)

The DEPT_CHAIR/EQUIVALENT shall serve a stated term of three (3) years as specified in the PSU Constitution of the Faculty, Article III, Section 4 (http://www.pdx.edu/faculty-senate/sites/www.pdx.edu.faculty-senate/files/FGG%20Oct%2013%202015.pdf). The DEPT_CHAIR/EQUIVALENT is eligible for re-election for multiple terms.

b. Absences and Vacancies

i. Acting Chair When the Chair will not be available for more than two consecutive business days but no more than 3 months, another faculty member must be designated by the Chair as the Acting Chair, with a proxy for signatures and other Department

business. If necessary, the Acting Chair may designate a substitute tenured faculty member as Acting Chair.

ii. Interim Chair
When the Chair will not be available for more than 3 months, then an Interim Chair will be elected to serve out the remainder of the original Chair's term.

Units that foresee an alternative Chair procedure based on unit composition may need to expand the criteria for who can be Acting or Interim Chair.

The DEPT_ABBREV will follow the procedures outlined for Chair Elections in an accelerated manner. The interim chair will serve until the Chair returns, but not longer than the Chair's original term of service.

E. Procedures for Performance Review/Evaluation of Chair

The DEPT_CHAIR/EQUIVALENT is evaluated following the University procedures described in the DEPT_CHAIR/EQUIVALENT Handbook, Section F.

F. Reasons for, and Process of, Removal from Office (for example: extended absence, malfeasance, and inability to perform)

The DEPT_CHAIR/EQUIVALENT may be removed before the end of a three-year term by a two-thirds vote of the faculty. In the event of removal of the Chair, an Acting Chair shall be appointed by the Dean. An election for a new Chair shall be held within three months of the appointment of the Acting Chair.

Article IV: Appointed Officers [Option 2: Appointed]

A. Responsibilities

1. Reference position descriptions for comprehensive list of responsibilities.

If you are a unit that does not have Departments, Department Chairs or Chair-Equivalents, you need to make a statement regarding this and you must account for who (a Chair Designate) in your unit (Ex: Associate Dean or Director) will manage the responsibilities of the DEPT_CHAIR/EQUIVALENT as they are stipulated in the PSU Constitution of the Faculty, throughout the University P&T Guidelines and Collective Bargaining Agreements.

If your unit does not have departments, please create language for this section:

For the purpose of these bylaws, in the absence of departments or divisions in the DEPT_NAME, the [Associate Dean for Academic Affairs] will serve as the department chair designate (referred to as Chair Designee throughout these guidelines).

If your P&T document is separate from or an addendum to your Bylaws some of the DEPT_CHAIR/EQUIVALENT responsibilities as listed in the P&T Guidelines and the Collective Bargaining Agreements may need to reference this other document.

- Budgeting
- Recruitment and Hiring
- Personnel Management
- Annual, Promotion, Tenure, and Post-Tenure Reviews
- Governance (Department/School/College/University)
- Represent Department/School/College to other communities (Fund Raising, Community Outreach, Strategic Partnerships)
- Meetings of the Unit/School/College/Program
- Enrollment
- Curriculum
- Scheduling
- Student Advising

The DEPT_NAME DEPT_CHAIR/EQUIVALENT oversees the curriculum, scheduling, advising, and enrollment in DEPT_ABBREV. They are responsible for directing the learning needs of DEPT_ABBREV graduate and undergraduate students and their clinical practicum experiences. In accordance with the [Accreditor Name] requirements, this individual is responsible for the clinical program, which is accredited by the [Accreditor Name]; holds a graduate degree with a major emphasis in [specific criteria]; and holds a full-time appointment at PSU. The DEPT_CHAIR/EQUIVALENT is responsible for the administration of the DEPT_ABBREV. The DEPT_CHAIR/EQUIVALENT reports to the Dean.

2. Acknowledge external responsibilities (for example: to Office of the Dean, Office of Academic Affairs, Human Resources, and others)

The DEPT_CHAIR/EQUIVALENT has external responsibilities in representing the unit to other departments and administrative units on campus and ensuring departmental compliance with processes and procedures emanating from other units, including but not limited to, the School/College, Office of the Dean, Office of Academic Affairs, Human Resources, Graduate Studies, the Business Office, and Registrar's Office.

B. Eligibility for Office

You must include eligibility requirements for candidacy in the nomination for each officer.

You may want to include scholarly credentials or rank achievement.

All Tenured faculty in DEPT_ABBREV are eligible to be appointed as DEPT_CHAIR/EQUIVALENT.

The DEPT_CHAIR/EQUIVALENT must have an earned doctorate in one of DEPT_ABBREV disciplines or a related field and scholarly credentials commensurate with appointment at the minimum rank of [tenured Associate Professor].

C. Officer's Term of Service

1. Length and limitations

The DEPT_CHAIR/EQUIVALENT is appointed by and reports to the [the Associate Dean for Faculty]. The DEPT_CHAIR/EQUIVALENT serves a five-year term. In winter term of their fifth year, the [Associate Dean for Faculty] will ask whether the current DEPT_CHAIR/EQUIVALENT would like to extend their term and whether any other faculty member would like to be considered for the position. If more than one faculty would like to serve in this position, the [Associate Dean for Faculty] will take into account each faculty member's qualifications, expertise, or potential to acquire the appropriate expertise; each faculty member's evolving professional interests; the need of the faculty member to maintain a realistic balance of duties consistent with criteria for annual review and promotion review; the needs of the unit; type of faculty appointment; rank; and external service commitments. If the current DEPT_CHAIR/EQUIVALENT is reappointed, each additional term minimum will be two years.

If the DEPT_CHAIR/EQUIVALENT does not complete their 5-year term, the [Associate Dean for Faculty] will ask whether any other faculty member would like to be considered for the position. If more than one faculty would like to serve in this position, the candidates will be announced at a meeting of the Faculty and the faculty vote at the following meeting of the Faculty will determine the next DEPT_CHAIR/EQUIVALENT. A newly elected DEPT_CHAIR/EQUIVALENT will begin their new role in the spring term, after their election, overlapping with the outgoing DEPT_CHAIR/EQUIVALENT.

2. Absences and Vacancies

i. Interim Appointments

In the event an individual is unable to complete their term, [The individual serving as Interim Chair will serve out the

remainder of the existing term until an election for a new Chair is held.

ii. Procedures for Electing or Appointing Acting/ Interim Officers

In the event that the DEPT_CHAIR/EQUIVALENT expects to be, or is absent more than 90 days, a temporary vacancy of the office is recognized and the DEPT_ABBREV will elect an interim DEPT_CHAIR/EQUIVALENT. The DEPT_ABBREV will follow the procedures outlined in [Article IV, section C] in an accelerated manner, but the independent entity shall ensure 5 business days of advanced notice and not less than 7 business days of voting. The interim DEPT_CHAIR/EQUIVALENT will serve until the DEPT_CHAIR/EQUIVALENT returns, but not longer than the DEPT_CHAIR/EQUIVALENT original term of service.

3. Procedures for Performance Review/Evaluation of Officers

All Officers/[DEPT_CHAIR/EQUIVALENTs] are reviewed annually by the [Associate Dean for Faculty or Dean].

4. Reasons for, and Process of, Removal from Office (for example: extended absence, malfeasance and inability to perform):

With approval of the Dean, Provost, and President, the DEPT_CHAIR/EQUIVALENT may be removed before the end of a [three-year] term by a two-thirds vote of the voting eligible faculty. In the event of removal of the DEPT_CHAIR/EQUIVALENT, an Acting DEPT_CHAIR/EQUIVALENT shall be appointed by the Dean. An [election or search] for an Interim DEPT_CHAIR/EQUIVALENT, following the procedures in [Article IV B and C], shall be held within three months of the appointment of the Acting DEPT_CHAIR/EQUIVALENT. The Interim DEPT_CHAIR/EQUIVALENT will serve out the rest of the three-year term and will be eligible for re-election to DEPT_CHAIR/EQUIVALENT, following the procedures in [Article IV B and C].

Article V: Meeting of the Unit as Whole

1. *[a | b | c | d]: means pick one of a, b, c, or d [or some suitable substitute]*
2. *[a]: means use a, or some suitable substitute (which might be to omit)*
3. *< description >: means insert text that matches the description*
4. *Department may choose to use the word Unit or Department in place of DEPT_NAME or DEPT_ABBREV in this section. (e.g. Department Meetings, Unit retreat)*

Preamble: A "Meeting of the Whole" is a scheduled meeting, open to all members of the DEPT_NAME, that is called to conduct the business [and to respond to requests or to address issues raised by administrative units of the University].

This article describes the rules and procedures for conducting meetings of the whole. It also identifies two different kinds of meetings of this type: (regular) DEPT_NAME meetings (Item A) and special meetings (Item G). Other meetings of the DEPT_ABBREV's members that are focused on specific tasks or that involve only a subset of members (such as committees for hiring, promotion and tenure, curriculum, or other work as described in Articles VII and VIII, for example) are not considered meetings of the whole, but may adopt or adapt the rules described here, as appropriate.

A. DEPT_NAME Meetings

"Regular DEPT_NAME meetings" (or just "DEPT_NAME Meetings") are meetings of the whole, conducted on a schedule during the [academic | calendar] year. DEPT_NAME meetings are usually held [once a month | between 10:15-11:30am on the first and third Wednesdays of each month | as needed to address the DEPT_ABBREV's business | <other description>].

The frequency of the meetings is at the discretion of the DEPT_CHAIR/EQUIVALENT, but there [must | should] be at least one (1) meeting per term during the academic year.

[The DEPT_ABBREV [will | may] conduct a " DEPT_NAME Retreat" [at the [start | end] of each academic year | during the Winter term | during the Summer | every two years] that, for the purposes of these bylaws, is also considered to be a regular DEPT_NAME meeting.]

B. Attendance Expectations
[Accessibility, and Necessary Accommodations]

All voting members of the DEPT_NAME are expected to attend meetings of the whole. Others may be invited to attend. Remote-synchronous participation is allowed, given sufficient advance notice and subject to availability of equipment to support remote participation.
[<insert language about accessibility and necessary accommodations as appropriate; adjust title of item to match>]

C. Presiding Officer

The DEPT_CHAIR/EQUIVALENT shall be the presiding officer at meetings of the whole. However, [the ASSOCIATE CHAIR or another member, appointed by the DEPT_CHAIR/EQUIVALENT, the DEAN, or a vote of the voting members] may serve as presiding officer for all or part of a meeting if the DEPT_CHAIR/EQUIVALENT is unable to attend or is otherwise conflicted.
[<Insert other facilitator attendance requirements here, for example, if another person, in addition to the presiding officer is expected to be present. May also be appropriate under (B).>]

D. Agenda

The DEPT_CHAIR/EQUIVALENT (or an alternate presiding officer, as described in C) shall create an agenda and distribute it to the members [by email | in writing | <other means>] in advance of the associated meeting, [preferably | by] at least [one (1) day | forty eight (48) hours | four (4) business days | <other period>] prior to the meeting. [If no agenda is distributed [<within constraints>] then the meeting will be deemed canceled.]
Any member may propose an agenda item to the DEPT_CHAIR/EQUIVALENT for consideration, [preferably | at least] by [the end of business two (2) days | <other period>] prior to the meeting.
[Subsequent revisions to the agenda may be made before or during the meeting in accordance with Robert's Rules.
| If a quorum is present (Article IIIb (4)), then the agenda may be modified prior to or at the start of the meeting. The proposed changes to the agenda

must then be approved by a majority of voting members present at the meeting.
| <Describe other process for changing the agenda.>]
[A meeting item may be placed on the consent agenda. Such an item will be deemed to be approved unless any voting member requests that the item be moved to the regular agenda at the start of the meeting. Items normally placed on the consent agenda are: prior meeting minutes; course initiations and modifications not affecting required courses or requiring program changes; etc.]

All Adjuncts will be provided access to the summary/minutes of faculty meetings.

Departments (or equivalent academic units) that decide to include Adjunct faculty in department meetings, will determine the process for inviting them to these meetings. Examples of factors that may be considered in the selection process include time in service to PSU (as noted below), potential conflicts of interests, teaching load, expressed recommendations from Adjuncts employed by the unit, etc.

Invitations may be extended to additional adjuncts, based on agenda topics and with respect for their interests and areas of disciplinary expertise. Adjunct faculty will be expected to act in accordance with the department's meeting protocol as articulated in the unit bylaws.

In an effort to ensure that Adjunct faculty are fully informed about departmental and University-wide issues and are prepared to engage in department meetings, all Adjuncts will be provided access to the summary/minutes of faculty meetings.
Adjuncts may contribute agenda items for consideration at future meetings in accordance with the unit's bylaws.

E. Rules of Procedure

[Every voting member of the DEPT_NAME shall have a free and equal voice in our deliberations and conclusions. In the absence of special rules to the contrary, Robert's Rules of Order shall govern the procedures at all faculty

meetings. | <Describe other strategy for ensuring that meetings are inclusive, equitable, and efficient>]
A meeting of the whole may not proceed without a quorum of voting members present, in accordance with the definition of quorum in Article IIIb(4).
Votes conducted during a meeting of the whole will follow the rules and procedures described in Article IIIb.

F. Minutes/Summaries

The DEPT_CHAIR/EQUIVALENT will arrange or assign a staff or faculty member to take minutes. Minutes from the prior meeting should be circulated with the agenda for the next meeting
[and will be placed on the consent agenda].
Revisions to the minutes should be proposed, either in writing or in person, prior to the end of announcements on the meeting agenda.
The DEPT_ABBREV will maintain an archive of meeting minutes that will be available [for a minimum of N years] for inspection and review by all members.

G. Special Meetings

Special meetings (of the whole) may be convened either by the DEPT_CHAIR/EQUIVALENT or by a written request submitted to the DEPT_CHAIR/EQUIVALENT by [at least three (3) voting members | at least 30% of voting members | <describe other requirement>].

The time, date, place, and agenda of a special meeting shall be communicated to the members at least [one (1) week | five (5) business days | <other period>] prior to the meeting. Exceptions may be made for meetings called at short notice or outside the academic year to respond to urgent issues. [In these exceptional situations, [an affirmative vote at the beginning of the meeting is required in order to proceed | <describe a mechanism for holding voting to a higher standard> | <describe other conditions for allowing a special meeting in exceptional circumstances>].]

Business conducted at a special meeting shall be limited to the agenda for that meeting. [Unlike regular meetings, proxy voting is allowed in special

meetings. | <Describe other variations in rules for voting in special meetings here.>] Business conducted at special meetings will otherwise be governed by the same rules and procedures as other meetings of the whole.

Article VI: Community Advisory Groups

Things to consider while drafting this article:
What triggers the need for an advisory group?
Who approves the need to organize an advisory group?
Is the advisory group composed of community members, professional organization members, PSU employees outside of the unit.
Who gets to decide that the advisory group is no longer needed?
Does the group have fundraising responsibilities?
Does the Foundation need to be notified and/or does the Dean need to be notified of its members?
Does the group include other "OUS" members?
How charge is communicated to committee members before they agree to serve.

Statement/Objective:

The DEPT_NAME places a high value on advice from the various constituency groups it serves, including students, community associations, affiliated professionals, and public and nonprofit organizations. This advice is important for continuous quality improvement of our teaching, curriculum, research, and service.

Since not all units have Advisory Committees/Groups this section is only pink for those with this Committee/Groups.

a. Standing Advisory Groups
   i. Title(s)
   ii. Purpose (scope)
   iii. Membership
   iv. Advisory Group Formation
   v. Procedural operations (example: quorum, voting, minutes)
   vi. Responsibilities (example: advising/reporting recommendations and decisions)

b. Special and/or Ad Hoc Advisory Groups
   i. Title(s)
   ii. Purpose (scope)
   iii. Membership
   iv. Advisory Group Formation

v. Procedural operations (example: quorum, voting, minutes)
vi. Responsibilities (example: advising/reporting recommendations and decisions)

A. Standing Advisory Groups
   a. Title: DEPT_CHAIR/EQUIVALENT Advisory Group
   b. Purpose: The DEPT_CHAIR/EQUIVALENT may create an advisory group of community members and organization representatives to advise the DEPT_CHAIR/EQUIVALENT on issues related to the DEPT_NAME mission.
   c. Membership and Formation: The DEPT_CHAIR/EQUIVALENT shall appoint members of the DEPT_CHAIR/EQUIVALENT Advisory Group after consulting with members of the faculty in a regularly scheduled meeting. Group members shall serve for a three-year term and be eligible for reappointment.
   d. Procedural operations (example: quorum, voting, minutes): Meetings shall take place as needed
   e. Responsibilities (example: advising/reporting recommendations and decisions)

B. Special and/or Ad Hoc Advisory Groups

Ad-hoc advisory groups are created by the faculty or DEPT_CHAIR/EQUIVALENT for specific short-term purposes.

Ad-hoc advisory groups will be developed as needed to advance specific goals/initiatives in the unit. These advisory groups will be formed to seek solutions within a relatively short period of time for specific problems that fall outside the usual responsibilities or capacity of a standing advisory group.

Examples pulled from other bylaws:

a. Professional Sponsored and Recognized Student Groups.

*1. Title: **SOAR***

i. Purpose:

ii. Membership and Advisory Group Formation
The Department will appoint a faculty advisor for each group of professional organization-sponsored student groups.

Professional organization-sponsored student group member selection and terms of service will be governed by the rules of the parent professional organization.

iii. Procedural operations
Student groups recognized by the Portland State University's Student Organization Application and Recognition (SOAR) committee, will be governed by the group's bylaws, and by any requirements and guidance from SOAR. Meetings shall take place as needed.

iv. Responsibilities

b. Other Departmental Ad Hoc Groups

i. Title: DEPT_NAME Programs Advisory Group

1. Purpose (scope): From time to time the DEPT_NAME may appoint ad hoc groups to address specific program issues or to support a program specialization.

2. Membership and Formation: Membership and term of service shall be determined by the DEPT_CHAIR/EQUIVALENT in consultation with the faculty who has the lead responsibility for the activities most affected by the mission of the ad hoc group being formed.

3. Procedural operations: Meetings shall take place as needed to advise on program specialization.

4. Responsibilities: The Program Advisory Group advises and makes recommendations to the faculty in matters pertaining to _____ and participates in accreditation site visits.

Article VII: Committees

This article starts with describing and outlining the committees and the required bylaws for all committees and ends with some text you may choose to include for certain sections.

There are two types of faculty committees, standing and ad hoc. Standing committees shall be those appointed committees that continue from year to year, unless they are removed or revised in structure or function by the faculty through the procedures for amending these Bylaws. Ad-hoc committees are created by the faculty or DEPT_CHAIR/EQUIVALENT for specific short-term purposes.

All committees report to the faculty, unless specified otherwise in these Bylaws.

Committee members shall be responsible for keeping their colleagues informed about the work of the committee and to seek input on committee decisions from those who will be affected by the committee's actions.

You may choose to include other elements that are in common for all committees (standing and ad hoc) here instead of repeating them in every committee entry.

Standing Committee

DEPT_NAME has the standing committees: [list of standing committees].
(for example: academic or operational committees)

You may choose to include elements that are in common for all standing committees here instead of repeating them in every committee entry.
The elements below are required for each standing committee.

1. Title (s)
   Example: Curriculum Committee
2. Purpose (scope)
   The Curriculum Committee advises and makes recommendations to the faculty in matters pertaining to the undergraduate and graduate curricula (i.e., curriculum development, review, and revision).

3. Committee Membership

The Curriculum Committee will consist of three unit members. The committee shall also include one graduate student when possible. [Add quotas here]

a. Eligibility

Any member of DEPT_ABBREV is eligible to serve on the Curriculum Committee.

b. Terms of Service

Committee members will serve for a term of two years, and can serve successive terms.

c. Student member(s)

One DEPT_ABBREV graduate student may be selected to serve on the committee for one term.

4. Committee formation

a. Elected

(for example: Promotion and Tenure Committee)

Each year, one new committee member shall be elected by secret ballot vote among all full-time faculty eligible to vote [see Article III, Section C.1 above]. This vote is to take place at a faculty meeting in the year prior to the start of the committee member's service.

b. Appointed

(for example: Planning, Student Scholarship, Advisory Committees)

Each year, the DEPT_CHAIR/EQUIVALENT shall gather requests for committee assignments from [all full-time tenure-track and non-tenure-track] faculty. The DEPT_CHAIR/EQUIVALENT shall take these requests into account and appoint faculty to serve on committees, with the exception of the Promotion and Tenure Committee, which is selected by general election.

c. Members ex officio

State if any members serve in an ex officio category and their role on the committee. For example, guest members, faculty on

joint appointments, or members from other units to fill out committees in small units.

d. Committee Chair selection

The chair of the committee is elected by the committee.

e. Vacancies

In the event of an unexpected vacancy, replacement members shall be nominated by the DEPT_CHAIR/EQUIVALENT and be confirmed by a majority vote of unit members.

5. Procedural operations

(for example: quorum, voting, minutes)

The committee's procedural operations shall follow [Article III, Section C.1 (above)], unless otherwise stated.

6. Responsibilities

(for example: reporting recommendations and decisions)

- Develop and recommend policies related to the curricula;
- Review and make recommendations to the faculty concerning proposals for changes in existing programs, courses and degree requirements;
- Review and make recommendations to the faculty concerning program competencies and alignment of these competencies with the curriculum as a whole and specific courses;
- Review and make recommendations to the faculty concerning proposals for new programs and courses;
- Periodically review and make recommendations concerning existing programs and courses;
- Oversee the implementation of curricular requirements including but not limited to course scheduling and the percentage of courses taught by adjuncts versus tenure-related and NTT faculty;
- Report on their activities at faculty meetings
- Liaising with [other committees] and reporting to the Committee of the Whole, and;

- Review and approve/disapprove student petitions regarding courses and curriculum. The Committee may choose to delegate this authority for specific kinds of petitions to the DEPT_CHAIR/EQUIVALENT and/or faculty advisors.

Special and/or Ad Hoc

Special and/or Ad Hoc Committees must be included

(one-time or recurring issues: for example: Search committees)

Ad-hoc committees are created by the DEPT_CHAIR/EQUIVALENT or by the faculty with the approval of the DEPT_CHAIR/EQUIVALENT for specific short-term purposes.

Ad-hoc committees will be developed as needed to advance specific goals/initiatives in the unit. These committees shall be formed to seek solutions within a relatively short period of time for specific topics that fall outside the usual responsibilities or capacity of a standing committee.

The DEPT_CHAIR/EQUIVALENT may establish special committees on an ad hoc basis to address specific needs as they arise within the DEPT_NAME that go beyond the usual work or capacity of standing committees.
You may choose to include elements that are in common for all ad hoc committees here instead of repeating them in every committee entry. The example for the section below is for faculty search committees.

1. Title(s)
   Faculty Search Committee

2. Purpose (scope)
   To hire new DEPT_NAME faculty to fill specific vacancy(ies).

3. Committee Membership
   Faculty search committees shall be composed of at least three DEPT_ABBREV voting faculty with a preference of including an underrepresented, marginalized search committee member. At least one

committee member should be a tenured or NTTF with continuous appointment faculty member, depending upon the type of searching conducted. Faculty from other units are eligible to serve though a majority of the committee must be DEPT_ABBREV faculty. The DEPT_CHAIR/EQUIVALENT shall not serve on the committee.

Each search committee shall include one student representative from a degree program associated with DEPT_NAME. A community member shall serve as ex-officio member when possible. The role of the student representative and community member will be to provide input on faculty candidates.

4. Committee formation

When DEPT_ABBREV has the opportunity to hire for a tenure-track, tenured position, or non-tenure track position the DEPT_CHAIR/EQUIVALENT shall appoint a search committee consisting of at least three faculty, with at least one member in the core discipline of the search, if possible.

The committee shall select a committee chair at the first meeting. In the event no committee chair is selected for a committee, the DEPT_CHAIR/EQUIVALENT will appoint a chair of the committee.

The student and community member will be recruited by announcement by email to the student body and solicitation of interest by committee members. The committee will select the student representative and community member.

5. Procedural operations

(for example: quorum, voting, minutes)

The committee's procedural operations shall follow [Article III, Section C.1 (above)], unless otherwise stated.

The search committees will meet as needed within the timeline required by the search. We commit ourselves to hire, promote and retain faculty with diverse backgrounds including degree granting institutions. Within the last two years, Search Committee members are required to have attended the hiring training provided by the office of Global Diversity and Inclusion before engaging in the faculty search process.

The DEPT_CHAIR/EQUIVALENT, in collaboration with the search committee, and with the input from all DEPT_NAME faculty, will develop the position description(s). The proposed position description will be forwarded to the Dean and other offices in the University for approval. Following approval of the position description, the search committee, based on input from Faculty, students and community members, will provide the DEPT_CHAIR/EQUIVALENT with a written analysis of the strengths and weaknesses of each candidate interviewed.

a. Initial Appointments are not the responsibility of a sole administrator. Where possible, a committee of at least three shall seek qualified applicants and forward a recommendation to the DEPT_CHAIR/EQUIVALENT.
b. The search committee chair shall present a summary (either in person or in writing) of the search recommendations to the faculty for feedback or approval.
c. The search committee chair shall present a summary (either in person or in writing) of the search recommendations to the DEPT_CHAIR/EQUIVALENT.
d. If the DEPT_CHAIR/EQUIVALENT does not agree with the committee's preferred candidate, the DEPT_CHAIR/EQUIVALENT shall review the recommendation based on the position description and hiring matrix, and develop their own recommendation.
e. The DEPT_CHAIR/EQUIVALENT will present the recommendation(s) of the DEPT_CHAIR/EQUIVALENT and the search committee for hiring to the Dean. The final hiring authority is the Provost, or the President for tenured hires.
f. After approval from the Dean, the DEPT_CHAIR/EQUIVALENT will present and negotiate the offer to the selected candidate unless the Dean requests to negotiate directly.
g. If the negotiations with the primary candidate are not successful, the DEPT_CHAIR/EQUIVALENT will consult with the Dean and the search committee before pursuing subsequent action.

6. Responsibilities

(for example: reporting recommendations and decisions)

The committee shall follow University guidelines for ethical hiring practices. The DEPT_CHAIR/EQUIVALENT and all search committee members are expected to complete GDI's hiring training prior to beginning work on the position description. The search committee coordinator is expected to post the position with periodicals or organizations that will attract diverse candidates, including women, BIPOC, Veterans and individuals with disabilities, which are either specific to the faculty's scholarly area or for faculty hires in general. The DEPT_NAME is expected to conduct outreach to known qualified, underrepresented individuals.

The committee will help publicize the position, screen applications, and solicit input about preferred finalists. The search chair will help schedule and lead meetings of the committee, communicate with candidates, help arrange campus visits for finalists, solicit input from all constituents (including graduate and undergraduate students) following campus visits, and lead the committee's deliberations.

The following contains example text featuring Purpose and Scope, Composition, and Operating Procedures.
Responsibilities, Committee formation, and Committee Membership (see above) must also be included:

A. Curriculum Committee

1. Purpose and Scope

The Curriculum Committee advises and makes recommendations to the faculty in matters pertaining to the undergraduate and graduate curricula (i.e., curriculum development, review, and revision). Specifically, the committee shall:

i. Develop and recommend policies related to the curricula;
ii. Review and make recommendations to the faculty concerning proposals for changes in existing programs, courses and degree requirements;
iii. Review and make recommendations to the faculty concerning program competencies and alignment of these

competencies with the curriculum as a whole and specific courses;

iv. *Review and make recommendations to the faculty concerning proposals for new programs and courses;*

v. *Periodically review and make recommendations concerning existing programs and courses; Oversee the implementation of curricular requirements including but not limited to course scheduling and the percentage of courses taught by adjuncts versus tenure-related and NTT faculty;*

vi. *Report on their activities at faculty meetings, and;*

vii. *Review and approve/disapprove student petitions regarding courses and curriculum. The Committee may choose to delegate this authority for specific kinds of petitions to the DEPT_CHAIR/EQUIVALENT and/or faculty advisors.*

2. *Composition*

The Curriculum Committee will consist of at least three Department faculty. The committee shall include one graduate student when possible. In the event of an unexpected vacancy, replacement members shall be nominated by the DEPT_CHAIR/EQUIVALENT and be confirmed by the faculty.

3. *Operating Procedures*

The Curriculum Committee is an academic year committee, with meetings to be scheduled as needed. The committee shall select a committee chair at the first meeting. In the event no chair is selected, the DEPT_CHAIR/EQUIVALENT will appoint a chair of the committee.

B. Admissions Committees

1. *Purpose and Scope*

The Admissions Committee will evaluate applications and will make admissions recommendations to the DEPT_CHAIR/EQUIVALENT. The DEPT_NAME may constitute one

or more Admission Committees to accommodate the needs of the multiple degree programs offered by DEPT_ABBREV.

2. *Composition*
   Admissions committees shall consist of at least three DEPT_NAME voting faculty members to be nominated by the DEPT_CHAIR/EQUIVALENT and confirmed by the faculty.

3. *Operating Procedures*
   The Admissions Committees are academic year committees, with meetings to be scheduled as needed. Each committee shall select a committee chair at the first meeting. In the event no committee chair is selected for a committee, the DEPT_CHAIR/EQUIVALENT will appoint a chair of the committee.

C. Awards and Scholarships Committee

1. *Purpose and Scope*
   The Awards and Scholarships Committee will nominate students deserving of specific awards and scholarships. The DEPT_CHAIR/EQUIVALENT will nominate faculty members to the committee as needed. The faculty will confirm committee membership.

2. *Composition*
   The number of committee members and the duration of service will be determined by the DEPT_CHAIR/EQUIVALENT depending upon the number of student scholarships and awards.

3. *Operating Procedures*
   Meetings shall take place as needed to evaluate applicants for specific student awards and scholarships available to the DEPT_NAME students. The committee shall establish and/or review criteria to be used in determining student selection for these awards/scholarships. These criteria shall include, but are not limited to, academic performance, DEPT_NAME faculty recommendations, and written statements by the applicants and external letters of recommendation.

D. Assessment Committee

1. *Purpose and Scope*

   The Assessment Committee strengthens our performance as a learning community by creating strategies and providing strategic oversight to measure the impact of the curriculum and instruction on student learning and development. The Committee advises and makes recommendations to the faculty regarding the assessment of undergraduate and graduate student performance toward attainment of program-level competencies and learning goals. The assessment strategies and oversight developed by the Committee will support the DEPT_NAME self-study and program accreditation efforts.

2. *Composition*

   The Assessment Committee shall consist of at least three DEPT_NAME voting faculty members nominated by the DEPT_CHAIR/EQUIVALENT and confirmed by the faculty. In the event of an unexpected vacancy, replacement members shall be nominated by the DEPT_CHAIR/EQUIVALENT and confirmed by the faculty to serve out the remainder of the academic year.

3. *Operating Procedures*

   The Assessment Committee is an academic year committee, with meetings to be scheduled as needed. The Committee shall select a committee chair at the first meeting. In the event no committee chair is selected for the Committee, the DEPT_CHAIR/EQUIVALENT will appoint a chair of the committee. The Committee develops strategies and strategic oversight regarding ongoing, program-level assessments; measurement models; and assessment data collection. The Committee should seek out and leverage resources from the University.

E. Ad Hoc Committees

1. *Purpose and Scope*

   The DEPT_CHAIR/EQUIVALENT shall appoint members to serve on various ad hoc committees that may be needed to undertake the work of the Department. Faculty Search committees are recognized as ad hoc committees.

F. Faculty Search Committees

1. *Purpose and Scope*

   Faculty search committees will follow University guidelines for ethical hiring practices. Each search committee, in collaboration with the DEPT_CHAIR/EQUIVALENT, and with the input from all PA Faculty, will develop the position description(s). The proposed position description will be forwarded to the Dean and other offices in the University for approval. Following approval of the position description, the search committees, based on input from Faculty, students and community members, will provide the DEPT_CHAIR/EQUIVALENT with a written analysis of the strengths and weaknesses of each candidate interviewed. The Search Committee may also elect to rank qualified candidates and seek the advice of the full faculty.

2. *Composition*

   Faculty search committees will comprise of at least three DEPT_NAME voting-faculty of which at least one member is tenured or NTTF with continuous appointment. The DEPT_CHAIR/EQUIVALENT shall not serve on the committee. The committee shall select a committee chair at the first meeting. In the event no committee chair is selected for a committee, the DEPT_CHAIR/EQUIVALENT will appoint a chair of the committee. Each search committee will include one (1) student representative from a degree program associated with the DEPT_ABBREV. A community member will serve as ex-officio member when possible. The student and community member will be recruited by announcement by email to the student body and solicitation of interest by committee members. The committee will select the student representative and community member. The role of the student representative and community member will be to provide input on faculty candidates. The Coordinator of an interdisciplinary program, and/or the representative of the DEPT_NAME in the SCHOOL/COLLEGE_NAME may serve as ex-officio member if appropriate.

3. *Operating Procedures*

The search committees will meet as needed within the timeline required by the search. We commit ourselves to hire, promote and retain faculty with diverse backgrounds including degree granting institutions. Search committee members will receive training from the Office of Global Diversity and Inclusion before engaging in the faculty search process.

Article VIII: Evaluation of Members' Performance

There are two options for formatting of Article VIII, please either following the instructions under Option 1 or Option 2 as indicated below:

1. ***Option 1. Department Bylaws and Department Review of Member's Performance Guidelines are separate Documents.***
   Please include the following statement:
   The criteria and procedures for review of all faculty ranks are detailed in the DEPT_NAME Promotion and Tenure Guidelines. These guidelines are found under a separate cover from these bylaws.
   When selecting option 1, the P&T Guidelines need to include the review committee development/selection and list reference in bylaws under committee section.
2. ***Option 2. Department Bylaws include Review of Member's Performance Guidelines***
   Please follow the below guidance regarding how to incorporate the criteria for the Evaluation of members' performance.

Instructions/considerations:

For Administrative Procedures regarding Member Performance Reviews:

Reference position descriptions for comprehensive list of responsibilities

If you are a unit that does not have Departments, Department Chairs or Chair-Equivalents, you need to make a statement regarding this and you must account for who (a Chair Designate) in your unit (Ex: Associate Dean or Director) will manage the responsibilities of the DEPT_CHAIR/EQUIVALENT as they are stipulated in the PSU Constitution of the Faculty, the University Policies and Procedures for the Evaluation of Faculty for Tenure, Promotion, and Merit Increases, and Collective Bargaining Agreements.

For the purpose of these [bylaws or DEPT_NAME Policies and procedures for the Evaluation of Faculty for Tenure, Promotion, and Merit Increases], in the absence of departments or divisions in the DEPT_ABBR, the [Associate Dean for Academic Affairs] will serve as the DEPT_CHAIR/EQUIVALENT designate (referred to as Chair Designee throughout these guidelines).

If your P&T document is separate from or an addendum to your Bylaws some of the DEPT_CHAIR/EQUIVALENT responsibilities as listed in the P&T

Guidelines and the Collective Bargaining Agreements may need to reference this other document.

Begin Sample Outline:

A. Academic/Research Ranks
    1. Performance Reviews
    2. Guidelines for Promotion and /or Tenure (include criteria and process here or reference a separate document.)
        a. Tenure-track faculty (See also: AAUP-CBA, Article 14)
        b. Post-Tenure faculty review (See also: AAUP-CBA, Article 16.2)
        c. Non-tenure track faculty (See also: AAUP-CBA, Article 18.4)
        d. Adjunct faculty (See also: PSUFA-CBA, Article, 7.7)
    3. Merit Increases

B. Others / Non-academically Ranked (Process and procedures defined by PSU Human Resources) (See also: CBA Article 17.8)
    1. Performance Reviews
    2. Guidelines for Promotion and /or Tenure (include criteria and process here or reference a separate document.)
        a. Academic Professionals (See also: AAUP-CBA, Article 17.8) (https//www.pdx.edu/hr/evaluating-employees)

DEPT_NAME shall carry out evaluations of adjunct faculty, academic professionals, non-tenure track (NTTF) faculty, and tenure-related faculty for promotion and tenure, post-tenure review, merit, and emeritus review in a manner consistent with the Department Policies and Procedures for Promotion and Tenure Review

Sample Documents:
(https://drive.google.com/a/pdx.edu/file/d/0B5bgqMvnzLigdEg3czhpUTZVcElFckVFc09tTVVOcnJJckNF/view?ts=56463dda)

The University Policies and Procedures for Promotion and Tenure document at:
https://www.pdx.edu/academic-affairs/sites/www.pdx.edu.academic-affairs/files/2018%20PT%20Guidelines%2006Jun25%20FINAL%20%281%29.pdf

Article IX: Ratification, Distribution and Amendment of Bylaws

A. Procedure for Ratification and approval of Bylaws
    1. Members (as defined in Article III.D.1)
    2. Approval according to Portland State University Office of Academic Affairs – Proposing Revisions to Departmental Governance
B. Bylaws effective date is on or following the Office of Academic Affairs approval date
C. Distribution of Bylaws – Bylaw documents must be readily accessible to all department/unit members. Example from Department of Communications: A current copy of the governance document […] shall be maintained in the department office at all times.
D. Procedure for Review and Amendment of Bylaws
E. Frequency of Review

Appendices

Affiliated materials that provide additional information and strengthen the content and usability of the Bylaws.
For example: unit forms, ballots, timelines and calendars.

A. Procedure for Ratification and Approval of Bylaws
    Bylaws of the Department of Public Administration are ratified by a majority vote of voting-faculty.

B. Effective Date
    These Bylaws do not become effective until the date approved by OAA. The approval date is listed on the signature page.

C. Distribution
    A current copy of the Bylaws shall be maintained in the department office at all times and made available to all faculty. All governance documents for Public Administration Department shall be posted on the Department's PA Intranet and .[KR1] public websites[ST2].
D. Amendments and Changes to Departmental Bylaws and Departmental Employment Conditions

Amendments of the Bylaws of the Department of Public Administration must be submitted in writing to all voting faculty members in the Department at least five business days prior to a scheduled faculty vote. A majority vote of voting faculty shall be required to adopt an amendment. Faculty may register their votes in-person, by proxy, by absentee ballot, or by electronic tally. Adopted amendments shall take effect immediately, after approval by the Dean and Provost, unless otherwise provided for in the amendment.

Modification of policies and procedures require notification to and approval of OAA. Notice of intent [KR3] to modify a policy or procedure must be provided prior to adoption. Changes to Bylaws and all other governance documents do not become effective until the date approved by OAA. The approval date is listed on the signature page.