



WAYNE STATE
Eugene Applebaum
College of Pharmacy
and Health Sciences

BYLAWS

Adopted by the Faculty and Academic Staff November 13, 2013
Revised 2020

Table of Contents

Mission Statement	4
ARTICLE I	5
ARTICLE II	5
ARTICLE III	5
1. Dean Selection and College Review	5
2. Interim Dean	6
3. Responsibilities and Duties of the Office of the Dean	6
B. Dean Appointments	7
2. Department Chairs	7
3. Assembly Secretary	7
4. Assembly Parliamentarian	7
5. Graduate Officer(s).....	7
C. College Organization and Leadership	7
2. Leadership	7
D. College Departments and Programs.....	8
2. Department Operations.....	8
ARTICLE V	11
ARTICLE VI	12
2. Voting Commissioner.....	12
3. Voting Rights.....	12
4. Quorum.....	13
5. Voting at College Assembly Meetings.....	13
6. Voting Outside of College Assembly Meetings	13
7. Tied Vote Procedure.....	13
8. Minutes	13
B. Division, Department and Program Meetings	14
2. Voting Privileges	14
3. Outside of Meeting and Proxy Voting.....	14
4. Quorum	14
5. Minutes	14
C. Open Meetings.....	14

D. Voting Outcomes	15
E. Notice.....	15
ARTICLE VII	15
2. Research Committee.....	15
3. Promotion and Tenure Committee	16
4. Life and Wellness Committee	16
5. Salary Committees.....	16
7. Nominating Committee.....	17
B. Department Committees	18
1. Department Promotion and Tenure Committee	18
2. Department Salary Committee	18
C. Division and Interdepartmental Committees.....	18
D. Ad Hoc Committees.....	18
2. Department Ad Hoc Committees	19
E. Student Representation	19
ARTICLE VIII.....	19
ARTICLE IX.....	19
Expiration, Review, and Re-adoption of These Bylaws	19
ARTICLE X	19
A. Adequate Notice.....	20
B. Ad Hoc Bylaws Revision Committee.....	20
C. Voting on Bylaws Revisions	20
ARTICLE XI.....	20
Adoption of Bylaws	20
Bylaws History.....	20

BYLAWS

EUGENE APPLEBAUM COLLEGE OF PHARMACY AND HEALTH SCIENCES WAYNE STATE UNIVERSITY

Preamble

Vision Statement

The health sciences and pharmacy programs within the Eugene Applebaum College of Pharmacy and Health Sciences are recognized nationally and internationally for the preparation of graduates, who transform healthcare through leadership and commitments to exceptional care for patients and clients, and for scholarship in basic, clinical, translational, applied sciences and the scholarship of teaching, learning and service.

Mission Statement

Our mission is to advance the health and wellbeing of society through the preparation of highly skilled health care practitioners, and through research, to discover, evaluate, and implement improved models of practice and treatments in health sciences and pharmacy.

We are a coalition of researchers, educators and practitioners from many professions who accomplish our mission by:

- Preparing students to become practitioners who function effectively and efficiently in a rapidly changing, culturally diverse, multidisciplinary health care environment;
- Conducting basic, clinical and applied research directed toward the improvement of health care practice and methods of treatment;
- Developing researchers and scientists to create new knowledge and understanding which will enhance health care treatment and practice;
- Developing and maintaining collaborative relationships with healthcare providers, industry and other organizations which enrich student learning, support current research, and improve health care access, treatment and practice;
- Disseminating new knowledge and understanding to practitioners which will enhance healthcare treatment, health promotion and methods of practice;
- Disseminating knowledge to promote health within the community;
- Educating practitioners to enhance healthcare treatment, health promotion and methods of practice; and
- Influencing public policy to improve public health and welfare.

These bylaws are intended to delineate the relationship of the College to Wayne State University and provide procedures for governance of the College, its functions and its faculty and academic staff. College committees which are required by collective bargaining agreements and university policy are elected by the members of the college. Other committees which are advisory and serve the interests of the College are appointed by the Dean.

ARTICLE I

Name

The name of this organization shall be the Eugene Applebaum College of Pharmacy and Health Sciences, hereafter referred to as "College".

ARTICLE II

Relationship to Wayne State University

The College is a duly organized unit of the Academic Affairs division of Wayne State University.

Wayne State University statutes, executive orders, policies, regulations and collective bargaining agreements, as may be amended from time to time, are incorporated by reference in these bylaws. If an inconsistency exists between these bylaws and university laws, the latter will prevail.

ARTICLE III

Administration of the College

A. Office of the Dean

The chief executive officer of the College is the Dean. The Dean shall appoint such other officers of the College within the office of the Dean as necessary to facilitate administration of College activities and programs. The Dean will describe the duties of each appointed officer and inform the faculty and academic staff as to the assignment of duties and responsibilities, including any significant change in assignments to officers within the office of the Dean. Officers appointed by the Dean report to the Dean. The Dean may also appoint such other non-officer support staff as required.

1. Dean Selection and College Review

The selection of a new dean, the review of a current dean prior to renewal of the dean's appointment, and appointment of an acting or interim dean shall be conducted and communicated in accordance with the relevant provisions of any applicable collective bargaining agreement.

2. Interim Dean

An Interim Dean will be appointed in accordance with University policy to ensure that the office of the Dean is not left vacant.

3. Responsibilities and Duties of the Office of the Dean

a. Responsibilities and duties of the office of the Dean include:

1. Providing and exercising administrative supervision over the educational, research, professional, and fiscal operations of the College;
2. Reviewing and recommending faculty and academic staff appointments, promotions, and continuing tenure to the President or designee;
3. Setting goals, fostering faculty development, providing intellectual leadership, motivating faculty and staff, and cultivating innovation and productivity;
4. Guiding the selection and appointment procedures to enhance College diversity;
5. Reviewing and recommending the appointment and renewal of executive officers to the President or designee;
6. Appointing the graduate officer(s) of the College;
7. Reviewing the budget, facilitating acquisition of resources and advocating for resources for the College to the President or designee;
8. Assuring the College has the type and quality of facilities to support the vision, mission and strategic plan of the College;
9. Assigning facilities and conducting periodic evaluations of the utilization of assigned facilities within the College;
10. Chairing all College assembly meetings;
11. Serving as chair of the Dean's Executive Council;
12. Assessing in conjunction with the respective Associate Dean future workforce needs for educational programs administered in the College;
13. Guiding, monitoring and assuming an active role in alumni relations and fund-raising activities.
14. Providing oversight of the College's Board of Visitors;
15. Writing annual charges for standing committees and appointing task forces and ad hoc groups to meet the needs of the College in consultation with the Associate Deans and as needed with the Executive Council
16. Advocating on behalf of the College and its departments and programs of study;
17. Representing the College with internal and external constituencies;
18. Addressing student issues;
19. Assessing in conjunction with the respective Associate Dean for Research future workforce needs for research programs administered in the College, and
20. Fulfilling other duties as determined by the University President or Provost.

b. This delineation of responsibilities and duties is not intended to limit the function or

authority of the office of the Dean, and may be modified as necessary to effect the intent and purpose of these bylaws, College programs and strategic plans, and University activities.

- c. The Dean is responsible for all operations of the office of the Dean, including the functions and duties delegated to appointed officers of the College.

B. Dean Appointments

1. Officers

The Dean is authorized to add, name and establish responsibilities for officers of the College as necessary and appropriate to carry out the responsibilities and duties of the office of the Dean. Officers of the College may be faculty or academic staff members of the College with the same rights and privileges as other faculty or academic staff members. The Dean or the Dean's designee can assume the responsibilities and duties of any officer when an office is vacated.

2. Department Chairs

All department chairs have the same rights and privileges as other officers of the College.

3. Assembly Secretary

The Dean will appoint a secretary to take and prepare minutes from the college assembly meetings.

4. Assembly Parliamentarian

The Dean will appoint a full-time faculty member to be the parliamentarian to ensure these bylaws and when applicable Roberts Rules of Order are applied correctly during college assembly meetings and voting.

5. Graduate Officer(s)

The graduate officer(s) are appointed by the Dean. Responsibilities of the graduate officer include, but are not limited to:

- a. Maintaining liaison with the chief administrative officer of the Graduate School regarding the various graduate programs in the College; and
- b. Maintaining communication with the chairpersons of the departments with respect to their graduate programs.

C. College Organization and Leadership

1. Divisions

The College will be divided into two divisions: Health Sciences and Pharmacy. Each division is composed of departments and programs.

2. Leadership

Each division will be administered by an Associate Dean. The Associate Dean for

pharmacy shall serve as the Doctor of Pharmacy program director. The chairs of the departments of Pharmaceutical Sciences and Pharmacy Practice report to the Associate Dean of Pharmacy. The chairs of the departments of Health Care Sciences and Applied Health Sciences report to the Associate Dean for Health Sciences.

D. College Departments and Programs

1. Department Composition

A department chair will administer each academic department and report to the respective Associate Dean. Programs that exist within a Department may also have program directors. The departments and programs are:

a. Department of Applied Health Sciences

- i. Clinical Laboratory Science Program
- ii. Mortuary Science Program
- iii. Pathologists' Assistant Program
- iv. Post-Bachelor Certificate in Forensic Investigation Program

b. Department of Health Care Sciences

- i. Nurse Anesthesia Program
- ii. Occupational Therapy Program
- iii. Physical Therapy Program
- iv. Physician Assistant Studies Program
- v. Radiation Therapy Technology Program
- vi. Radiologic Technology Program

c. Department of Pharmaceutical Sciences

- i. Doctor of Pharmacy Program (The Department of Pharmacy Practice and the Department Pharmaceutical Sciences have shared responsibility for the Doctor of Pharmacy Program.
- ii. M.S and Ph.D Programs in Pharmaceutical Sciences

d. Department of Pharmacy Practice

- i. Doctor of Pharmacy Program (The Department of Pharmacy Practice and the Department Pharmaceutical Sciences have shared responsibility for the Doctor of Pharmacy Program.

2. Department Operations

a. Department Administration

Chairs shall report to the Dean or the Dean's designee. Each department chair shall be a member of the Dean's Executive Council. Department chairs may appoint department officers, program directors, and other administrators through consultation with and approval by the Dean or Dean's designee.

b. Department Chair Selection & Review

The selection of a new department chair, the review of a current department chair prior to renewal of the chair's appointment, and appointment of an acting chair shall be conducted and communicated in accordance with the relevant provisions of any applicable collective bargaining agreement.

c. Department Chair Responsibilities

i. General Description

The chair serves as the department academic and administrative officer and provides the overall leadership and administration of the department. The chair reports to the respective Associate Dean and serves as a liaison between the department's faculty, academic staff, and program directors. The chair collaborates with College officials, chairs of other departments, and administrative officers of the College to administer the programs of the department in keeping with College and University missions and goals.

ii. Duties, Responsibilities and Expectations:

1. Provides leadership for the research activities of the department, including initiating and collaborating in research and scholarly activities;
2. Provides leadership and initiative in the development of program curriculum including interprofessional programs and other departments consistent with the strategic plan of the university, college and department;
3. Provides support and input to program directors, groups of program directors, and the program and college committees in the development, revision, and evaluation of program curriculum;
4. Assesses needs, advocates for and develops resources and oversees the work of the department;
5. Prepares the department budget with input from the faculty, oversees the allocation of program budgets, controls expenditures, and accounts for the disbursement of all department funds;
6. Works with the Dean or Dean's designee to assess staffing needs and obtain qualified faculty and academic staff to support the programs of the department;
7. Ensures that the established program policies on teaching, scholarly activity and service are consistent with college and university policies and procedures;
8. Works in cooperation with the program directors and faculty to establish policies on faculty duties and responsibilities including course load per year;
9. Represents the programs and department at College and University functions;
10. Represents the department's interests in administrative matters;
11. Alerts program directors to discussions and actions relevant to the programs;
12. Prepares and forwards departmental initiatives requiring approval of the Dean or Dean's designee;
13. Works with program directors to establish the schedule of classes;

14. Oversees the use of space and equipment assigned to the department;
15. Guides employment, supervision, and retention of support staff;
16. Develops and maintains networks of support for the department within and outside the college and university;
17. Manages faculty, staff, and other personnel in concert with the Dean or Dean's designee;
18. Directs planning and development activities for the department;
19. Works with the promotion and tenure committee and program directors in the performance evaluation, promotion and tenure of faculty and staff;
20. Works with program directors and faculty to design and implement professional development programs including peer evaluation of faculty teaching.
21. Oversees the progress, academic discipline, grievance, and general welfare of students in programs associated with the department and in accordance with program policies and procedures;
22. Selects who will serve as parliamentarian at department and program faculty meetings; and
23. Assumes other reasonable duties as assigned by the Dean or Dean's designee.

d. Program Director Responsibilities-Health Sciences Division

i. General Description

The program directors provide administrative leadership and guidance in all program-related activities consistent with the standards established for program accreditation. The program directors are directly responsible to the department chair and administer the program in a manner consistent with the College and University missions and goals. To provide a formal mechanism for maintaining cooperative and collaborative relationships within the department, the program directors meet as needed with the department chair and other program directors.

ii. Duties, Responsibilities and Expectations:

1. Works with the chair, other program directors and department committees in the development, revision and evaluation of the program curriculum;
2. Manages the affairs of the program after appropriate consultation with its members assuring that every faculty member has duties and responsibilities commensurate with his or her appointment and that the program workload is distributed equitably among faculty;
3. Works in cooperation with the chair to establish policies on individual faculty workload responsibilities; Anticipates funding needs and requests a program budget, controls program expenditures, and accounts for the disbursement of all program funds in collaboration with the department chair;
4. Monitors program standards to ensure that the program maintains accreditation by the appropriate accreditation body or bodies;

5. Oversees the progress, academic discipline, grievance, and general welfare of program students;
6. Oversees faculty recruitment, selection and assignment;
7. Interprets policies of the profession to the public, its representatives, and colleagues;
8. Represents the program at College and University functions;
9. Establishes constructive professional relationships with profession-related agencies, other organizations, the community, and related constituencies;
10. Advises the chair in the promotion, professional development, and performance evaluation of faculty and staff; and
11. Assumes other reasonable duties as assigned by the department chair.

iii. Program Director Review

Program Directors will be reviewed according to applicable university or departmental policy and collective bargaining agreements.

ARTICLE IV

Members

Members of the College shall include:

- A. All full- and fractional-time faculty holding a University-recognized rank, title or roster line (defined as full or fractional time $\geq 50\%$);
- B. Part-time faculty as defined by the University;
- C. Volunteer faculty as defined by the University;
- D. Academic staff as defined by the University; and
- E. Education staff as defined by the College
 - Definition – individuals with direct student involvement associated with course and curricular development, coordination, assessment, counselling, and placement
 - Designation Process – individuals will be nominated by the respective division Associate Dean. The decision of being designated as a member in this category will be made by the dean.

ARTICLE V

Full- and Fractional-time Faculty Responsibilities

Responsibilities of full- and fractional-time faculty members in the College include teaching, research/scholarship, service, and sometimes practice. Faculty members within a department and or program shall be responsible for:

- A. Changes in the content and delivery and assessment of an existing curriculum or program;
- B. Student admissions, retention, curricular or program progress, academic and professional ethics, and academic and professional standards;
- C. Participation on appropriate committees;
- D. Recommendation on the granting of degrees;
- E. Recommendation of emeritus status for qualified faculty;
- F. Participation in research and scholarly activities; and
- G. Providing professional services when applicable.

ARTICLE VI

Meetings, Voting, and Quorum,

A. College Assembly Meetings, Voting, and Quorum

1. Schedule and Notice

The Dean or Dean's designee will schedule and chair not less than two meetings of the College faculty and academic staff per academic year. At the Dean's discretion, or upon the petition of a majority of voting College faculty members, additional meetings may be called with a minimum of 5 business days advance notice to faculty and academic staff. The agenda and minutes of the preceding meeting if not previously distributed will be included with this notice. College meetings will be scheduled during normal University hours between Monday and Friday.

2. Voting Commissioner

The voting commissioner, who must not be the college assembly secretary or assembly parliamentarian, will be elected by the faculty and academic staff with voting privileges. This individual is responsible for determining who is eligible to vote at assembly meetings and for voting outside of an assembly meeting. The voting commissioner is responsible for creating the discussion board for each vote conducted outside of an assembly meeting. This individual will also distribute and receive any approved written or electronic ballots. This individual will count the votes with the chair of the nomination committee and announce the results of the vote within 10 business days of voting period closure.

3. Voting Rights

A voting member at the College assembly meeting is any full- or fractional-time faculty member, academic staff member and education staff member of the College and officers of

the College with an Assistant or Associate dean position. Except as provided in this subsection, part-time faculty with less than 50% appointments and volunteer faculty have participation, discussion, and deliberation rights but no voting rights.

4. Quorum

A quorum shall consist of one more than half of the eligible voting members of the College assembly as defined in Article VI. A. 3.

5. Voting at College Assembly Meetings

Voting on business will only occur when a quorum is present. Voting procedures are governed by Robert's Rules of Order Newly Revised. A member may offer a motion to vote on an issue by secret ballot.

6. Voting Outside of College Assembly Meetings

- a. Voting for individuals to serve on College and University committees or committee member replacements throughout the year may be conducted by written or electronically transmitted votes outside of a regularly scheduled meeting.
- b. Voting for other issues outside of a meeting will need a summary of the advantages and disadvantages of the items for vote that will be distributed to those with College Assembly voting rights at least 14 business days of the assembly meeting. A discussion board will be created by the voting commissioner and be opened until the vote is closed. The voting commissioner will set up the written or electronic ballot and provide it to eligible voters. A record of to whom the written or electronic ballots were sent will be kept by the voting commissioner. Votes will need to be cast within 10 business days of the opening of the discussion board. A written or electronic vote will be considered valid if 50% plus one of those eligible to cast a vote have submitted their ballots. The results of the written or electronic voting will be counted and validated by the voting commissioner with the chair of the nomination committee. The voting commissioner will distribute aggregate voting results to all administrators, faculty and academic staff within 10 business days of voting period closure. The vote of any individual or group of individuals will not be reported. Minutes of the written or electronic voting procedure will be kept and distributed by the voting commissioner with the voting results. The minutes and voting results will be recorded as an addendum to the minutes of the next regularly scheduled assembly meeting.

7. Tied Vote Procedure

The Dean or the Dean's designee may vote to determine the outcome of a tied vote.

8. Minutes

Minutes of all assembly meetings including results of votes, final task force reports, and annual summaries of committees conducted by and for the college, shall be recorded and distributed to faculty and academic staff.

B. Division, Department and Program Meetings

1. Schedule and Notice

The Associate Deans of Pharmacy and also Health Sciences, respectively, will schedule and chair not less than two meetings of the Division per academic year. At the discretion of the Associate Dean or upon the petition of a majority of voting faculty members within the division, additional meetings may be called. A minimum notice of five (5) business days is to be provided to the members and will include an agenda and minutes of the preceding meeting if not previously distributed. The notice and agenda may be transmitted by e-mail.

Department chairs and program directors will schedule and chair not less than two meetings of the department or program faculty and staff per academic year. At the chair's or program director's discretion, or upon the petition of a majority of voting department or program faculty members, additional meetings may be called. A minimum notice of six (6) business days is to be provided to the members and will include an agenda and minutes of the preceding meeting if not previously distributed. The notice and agenda may be transmitted by e-mail.

2. Voting Privileges

Divisions, Departments and programs may, by written policy approved by a majority of the Department or program faculty members, establish voting rights for faculty and or staff members. Voting rights in the College, department, and program may differ.

3. Outside of Meeting and Proxy Voting

Written or electronic voting can be utilized if simple majority of the faculty in attendance at a division, division, department or program meeting vote for use of this method and or an additional meeting cannot be called for a vote in a timely manner. The division, department and program will establish policies and procedures for electronic voting. Voting by proxy will be permitted if items for voting were not altered during meeting discussion.

4. Quorum

A quorum will consist of one more than half of the eligible voting members of the division, department or program.

5. Minutes

The results of the deliberations of all division, department and program meetings, including committee meetings, shall be recorded as minutes, transcribed and distributed to faculty and staff.

C. Open Meetings

All meetings conducted by and for the College shall be open to other interested parties; provided however, this paragraph shall not apply to portions of meetings devoted to deliberation and

decisions involving individual students, faculty, academic staff or other confidential matters.

D. Voting Outcomes

No business or vote undertaken by any assembly, department, program or committee meeting conducted for or on behalf of the College, division, department, program, or committee shall be valid or binding unless attended by a quorum of the voting members of that group (Article VII) and conducted in accordance with these bylaws.

E. Notice

The advance notice, agenda, and minutes distribution requirement of this subsection may be waived if approved by a 2/3 majority vote of the attendees at scheduled, voting-members meetings.

ARTICLE VII

Committees

A. Permanent (Standing) Committees of the College

1. Dean's Executive Council

The Dean's executive council of the College will advise the office of the Dean. This group includes all Assistant and Associate Deans, department chairs, and additional members added at the discretion of the Dean. The Dean or the Dean's designee shall chair the leadership group meetings. The leadership group will meet monthly, or as often as necessary, to advise the Dean and vote on matters affecting the College. A meeting of the leadership group may be called by a simple majority of its members requesting a meeting. Agendas for the meetings will be sent to the leadership group. Department chairs will inform program directors, faculty and staff of actions of the executive council.

2. Research Committee

Members of the Research Committee are elected by the faculty of the College and serve for two-year terms (with the option of serving 2 consecutive terms). The committee must include at least one faculty from each department and must include both tenure and clinical-track faculty. Responsibilities of this committee include:

- a. Identify and disseminate research, grant, and funding opportunities;
- b. Assist in the coordination, planning and operation of the College Research Day activities;

- c. Evaluate and help select recipients of College-sponsored grants; Actively assist in directing research development opportunities for our College faculty and students
- d. Assist the College in identifying strategic directions that will advance research across all departments and programs within the College
- e. The Associate Dean of Research will serve as an ex-officio member of the Research Committee

3. Promotion and Tenure Committee

a. Member Selection

The Promotion and Tenure committee is composed of tenured faculty elected to two-year terms by voting faculty members of the College assembly. Members cannot hold an administrative reporting position and each department in the College must be represented. If a department does not have a tenured faculty member, then a clinical faculty member may serve. All faculty members elected to the tenure committee will also serve on the promotion committee. An equal number of clinical faculty members, representing all departments with clinical faculty, will be elected to the promotion committee. A chair will be elected by the committee.

b. Procedure

The promotion and tenure committee will make decisions on promotion and tenure applications consistent with University policy and applicable collective bargaining agreements.

c. Academic Staff Tenure/Employment Security Status Committee

The Academic Staff Promotion and ESS Committee is composed of elected eligible Academic Staff members consistent with University policy and applicable collective bargaining agreements.

4. Life and Wellness Committee

A Life and Wellness committee will be elected by the faculty and academic and education staff of the College and serve for two-year terms. The committee will have a representative from each of the four Departments. This committee will encourage healthy living activities, increase awareness of resources that contribute to health and well-being, and foster a sense of community through education and initiatives that support a variety of positive work-life balance and social activities.

5. Salary Committees

a. College Faculty Salary Committee

At the Applebaum College, and due to the distributed nature of the College, all responsibilities of a College Faculty Salary Committee are fulfilled at the Departmental level. Therefore, each of the Departmental Faculty Salary committees will review and approve all recommendations for salary increases and merit for faculty in those Departments in accordance with the collective bargaining agreement. Salary committee recommendations can be altered by the Dean or the Dean's designee.

b. Academic Staff Salary Committee

The academic staff of the College will annually elect academic staff members to the academic staff salary committee. At least three members will be academic staff with tenure or employment security status and constitute the majority of the committee membership. The chair will be the Dean or Dean's designee and have a vote. This committee will review and approve all academic staff recommendations for salary increases and merit in accordance with the collective bargaining agreement.

6. Teaching and Learning Committee

The Teaching and Learning Committee members will be appointed by the Dean and include faculty from each department of the College. The responsibilities of this committee are to:

- a. Identify opportunities invest in and better utilize instructional technology;
- b. Advance innovation in teaching and learning;
- c. Promote the scholarship of teaching and learning; and
- d. Develop and implement interprofessional education (IPE) activities, curricula and collaborations within and beyond the College.

7. Nominating Committee

The College nominating committee will consist of a faculty member from each department. The committee will elect a chair. This committee is responsible for preparing the ballot for positions requiring a College vote. The voting commissioner will conduct the voting.

8. Committee on Diversity and Inclusion

The Committee on Diversity and Inclusion will be elected by the College and consist of a minimum of one representative (faculty, academic staff or education staff) from each department. The committee is responsible for creating and recommending to the Dean a diversity and inclusion strategy for the College and to develop strategies for establishing and supporting a positive working environment where people of all social identities are welcomed and valued. The committee will also have responsibility for enhancing the educational curriculum with respect to social justice and the social determinants of health, and enhance college life through cultural activities and political engagement.

9. Budget Advisory Committee

A College Budget Advisory Committee will be elected according to the procedures specified in Article XXXI of the Wayne State University/AAUP Contract.

B. Department Committees

Each department chair may establish, in conjunction with department faculty and staff, standing committees and procedures for appointing members as necessary to carry out the purpose and mission of individual departments as well as to administer curricular and educational programs offered by the department and or program. At a minimum, each department will have a promotion and tenure committee and a salary committee.

1. Department Promotion and Tenure Committee

The chair of the department promotion and tenure committee will be the department chair, and will have no vote. The department will elect tenured, non-administrative faculty committee members. If no tenured faculty members are available, clinical faculty members may serve. An equal number of clinical faculty members, in departments with clinical faculty, will be elected to the promotion committee. Procedures will be consistent with University policy and applicable collective bargaining agreements.

2. Department Salary Committee

Each department will have a salary committee to provide annual reviews of faculty members according to applicable collective bargaining agreements. The committee composition should include tenured (when available) and clinical faculty.

C. Division and Interdepartmental Committees

With the approval of the chair of each Department and the Dean or Dean's designee, participating departments may form joint division or department committees.

D. Ad Hoc Committees

1. College Ad Hoc Committees

Temporary ad hoc College committees may be established by the Dean to carry out specific, short-range assignments. Such committees shall report recommendations and/or findings to the Dean, faculty, and academic staff. The Dean or Dean's designee may be an ex-officio member of all such committees. The Dean will appoint the chair and members of ad hoc College committees and define the charges for the committee.

2. Department Ad Hoc Committees

The department chairs can establish temporary ad hoc department committees to carry out specific, short-range assignments. Department ad hoc committees shall report recommendations and/or findings to the department chairs, the Dean, faculty and academic staff. The Department Chair shall appoint the chair and members of ad hoc department committees and define charges for the committee.

E. Student Representation

All committees of the College will include a student representative when required by University policy.

G. Committee Reporting

Each committee of the College will present a report of their activities to the members of the college at least annually at the last all-college faculty of the Winter semester, or at other times as directed by the Dean.

ARTICLE VIII

Parliamentary Authority

All meetings of the College will be conducted according to these bylaws and according to the most recent edition of Robert's Rules of Order Newly Revised unless a two-thirds majority votes of eligible members present vote to set aside the rules.

ARTICLE IX

Expiration, Review, and Re-adoption of These Bylaws

Unless otherwise directed by the President or the President's designee or University, these bylaws will remain in effect. As required or as directed by the Dean, an ad hoc bylaws review committee, composed of at least one faculty member from each department, one academic staff member, and two students will be appointed by the Dean and charged with the responsibility to review these bylaws and submit a recommendation to re-adopt, amend or revise the bylaws at an all-college meeting.

ARTICLE X

Amendments to Bylaws

Any article or subsection of an article in these bylaws can be amended at a meeting of the College faculty and academic staff according to the following procedure:

A. Adequate Notice

Any proposal, arising from any source, to amend these bylaws must be in writing. The proposal must contain the current wording of the article or subsection of an article and the proposed new wording of the article or subsection of an article. The proposed amendment must be distributed to each College faculty and academic staff member with voting rights not less than ten (10) business days prior to the scheduled meeting at which the amendment will be publicly considered.

B. Ad Hoc Bylaws Revision Committee

Should a majority of the College faculty and academic staff determine that amendments or revisions of the bylaws are appropriate, the Dean shall appoint an ad hoc committee for bylaws revision as described in Article IX, who shall propose revisions to the bylaws and submit the proposal to the faculty and academic staff no less than twenty (20) business days prior to the next College assembly meeting.

C. Voting on Bylaws Revisions

A quorum must be present to amend the bylaws. To be adopted, an amendment or revision must be passed by not less than a two-thirds affirmative vote of the assistant/associate deans, and faculty and academic staff with voting rights who are present and voting. Proxy votes for bylaw changes will not be accepted.

ARTICLE XI

Adoption of Bylaws

These bylaws, upon adoption, shall supersede all previous bylaws or portions thereof, and other actions or portions thereof, relating to the approval, modification, or termination of the bylaws of the College.

Bylaws History

Adopted by the faculty and academic staff on March 26, 2001. Amended by the faculty and academic staff on:

September 24, 2003

May 19, 2004

January 24, 2007

November 13, 2013

XXXX 2020