

# BYLAWS OF THE BOULDER FACULTY ASSEMBLY

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Revised November 3, 2011.

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PREAMBLE.

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## PREAMBLE.

It is a guiding principle of the shared governance recognized by the Board of Regents of the University of Colorado that the faculty and the administration shall collaborate in major decisions affecting the academic welfare of the University. The nature of that collaboration, shared as appropriate with students and staff, varies according to the nature of the matters under consideration.

The mission of the Boulder Faculty Assembly is to represent the faculty of the Boulder campus in shaping the structure and development of the University through shared governance. The BFA initiates, advises, and recommends action to the Chancellor and administrative officials on matters related to educational policy and planning and the operations of the Boulder campus. The BFA is the voice of the Boulder faculty, providing an opportunity for faculty to participate in campus-wide shared governance activities. Those eligible to vote for and serve as members of the Boulder Faculty Assembly shall include the following faculty with appointments of at least 50%: Professors of any rank except adjunct or 'of practice,' Instructors of any rank, Research Professors of any rank, Clinical Professors of any rank, and ROTC faculty of any rank. In addition the Retired Faculty Association may appoint up to two retired faculty to serve on the BFA.

These Bylaws and the Standing Rules of the Boulder Faculty Assembly, which enumerate the faculty's rights, privileges, and responsibilities, provide a system for participation of the Boulder campus faculty in the governance of the University as specified by the Laws of the Regents of the University of Colorado.

## ARTICLE I. Membership

Section 1. The Boulder Faculty Assembly shall consist of 60 elected voting members, chosen from among the members of the Faculty Senate rostered on the Boulder Campus, or as allowed by the Standing Rules. Representation shall be substantially proportional,

and shall be determined as provided by the Standing Rules of the Boulder Faculty Assembly. *Ex officio* voting or non-voting members may be designated from time to time by the Assembly, as described in the Standing Rules of the Boulder Faculty Assembly.

Section 2. The most recent Past Chair of the Assembly shall be a member of the Assembly, *ex officio* with vote.

Section 3. The chairs of the standing committees of the Assembly shall be members of the Assembly, *ex officio* with vote.

Section 4. Each school and college, the faculty in the institutes who are not rostered in a school or college, and the faculty in the Boulder Campus libraries shall have at least one Representative.

Section 5. The Chair of the Assembly shall, upon election to the position, vacate his or her representative seat on the assembly and shall be considered an elected member of the assembly at large. The Chair shall remain eligible for reelection to a second term. The Chair's representative seat shall be filled according to the procedures described in Article II, Section 5.

## ARTICLE II: Elections

Section 1. The elected members shall be apportioned among the schools and colleges, institutes, libraries, museum, and other faculty bodies that may exist from time to time, as provided for in the Standing Rules of the Boulder Faculty Assembly. The Assembly shall review its apportionment at least every five years and adjust it to ensure a fair distribution of representation among the members of the Faculty Senate. The first such review of apportionment shall take place upon the adoption of these Bylaws.

Section 2. Nomination and election procedures shall be governed by the Standing Rules of the Boulder Faculty Assembly, except as provided by these Bylaws. Membership for voting purposes is defined by the Rules of the Faculty Senate.

Section 3. Members of the Assembly must be Senate members of the academic unit they represent. Members of the Assembly shall be nominated and elected by the Senate members of the academic unit(s) they represent.

Section 4. Elections to the Assembly will be conducted during the spring semester each year. Newly elected members of the Assembly should attend any Assembly meetings subsequent to their election but prior to the beginning of the Senate year, without vote, but may vote in the election of officers and standing committee chairs.

Section 5. If a vacancy occurs for a BFA representative who represents faculty in a single academic unit, not elected at large, or for the retired faculty, the BFA Chair shall ask the Dean or administrative head of the academic unit, or the Chair of the Retired Faculty Association, as appropriate, to conduct a special election to fill the vacancy. If a

vacancy exists for a BFA representative who represents Boulder Campus faculty at-large, the Executive Committee shall determine the method of filling the position, as provided in the Standing Rules of the Boulder Faculty Assembly. If a vacancy occurs for a BFA Officer or Executive Committee Member At-Large position, the Nominations and Elections Committee shall conduct a special election at an open meeting of the BFA, pursuant to the requirements of Bylaws Article III. Section 1.

Section 6. Elected members of the Assembly have the responsibility of attending regularly the meetings of the Assembly and of serving on at least one Assembly committee.

## ARTICLE III. Officers and Executive Committee Members at Large

Section 1. The officers of the Assembly shall be the chair; the vice chair, and the secretary. The officers of the Assembly and the Executive Committee Members at Large shall be elected by the members of the Assembly in an open meeting, as provided in the Standing Rules of the Boulder Faculty Assembly, and shall serve a term of one year as measured by the full term of the Senate year.

Section 2. During the term of their service officers of the Assembly and Executive Committee Members at Large shall be duly elected or appointed members of the BFA.

Section 3. The officers of the Assembly and Executive Committee Members at Large may be candidates to succeed themselves for a second term. Prior to election for additional terms beyond two to any particular office, officers or Executive Committee Members at Large may not hold that office in the Assembly for a period of at least one year.

Section 4. If the elected Chair is unable to complete his/her term, the Vice Chair automatically becomes Chair for the remainder of the term. If the Vice Chair is unable to serve, the Secretary shall call the necessary meetings of the Executive Committee and the Assembly to ensure that a new Chair is nominated and elected within 21 days.

Section 5. The Executive Committee of the Assembly shall choose a Recording Secretary (not necessarily a member of the Assembly).

Section 6. Officers of the Assembly and Executive Committee Members at Large shall have the duties regularly assigned to officers in comparable organizations. In addition, certain officers shall have the duties enumerated below.

- a) Chair: The Chair is the spokesperson for the BFA. The Chair shall serve as liaison to appropriate campus and system groups.
- b) Vice Chair: The Vice Chair shall chair the Bylaws Committee.
- c) Secretary: The Secretary shall chair the Nominations & Elections Committee.

d) Members at large: Members at large shall serve as BFA representatives to the CU Faculty Council.

## ARTICLE IV. The Executive Committee

Section 1. The Executive Committee shall consist of the officers of the Assembly; the two Members at Large who are voting members of the Assembly and are elected at large by the Assembly; the Chairs of the Standing Committees of the Assembly, *ex officio* with vote; the most recent past Chair of the Assembly, *ex officio* with vote; and a representative of the Boulder Campus Retired Faculty Association, with vote. If a Standing Committee has co-chairs, the co-chairs shall decide between them which will be the primary representative to the Executive Committee; each Standing Committee is eligible to send only one voting member to the Executive Committee. The Chair of the College of Arts and Sciences Faculty Council shall be a member *ex officio* without vote. Other representatives may be designated members of the Executive Committee, from time to time, without vote, as provided by the Standing Rules of the Boulder Faculty Assembly.

Section 2. The Executive Committee coordinates action of the Assembly between meetings. It oversees and approves all actions of committees, refers projects to committees as appropriate, and refers committee recommendations to the Assembly. The Executive Committee takes specific actions on particular issues as directed by the Assembly. The Executive Committee may act for the Assembly between meetings when time does not permit the issue to be brought before the Assembly; all such responses shall be reported to the Assembly at its next meeting. Specific actions of the Executive Committee are as provided in the Standing Rules of the Boulder Faculty Assembly.

Section 3. The Chair of the Assembly will be the Chair of the Executive Committee.

## ARTICLE V. Standing and Ad Hoc Committees

### A. Committees

Section 1. Committees act as official advisory panels to the Executive Committee and the Assembly with regard to matters within their charge, as provided for in the Standing Rules of the Boulder Faculty Assembly. Committees shall make continual evaluations of campus policies, procedures, and standards within their charge, and shall make recommendations of appropriate measures for changes and improvements. Recommendations of all committees, including for new initiatives and proposed projects, must be approved by the Executive Committee before forwarding to the Assembly or other implementation, except as provided for in the Standing Rules of the Boulder Faculty Assembly. Committee reports and recommendations must be approved by the Assembly before being communicated to the Chancellor or other campus administrative officers. Committees of the Assembly will be of two types: standing and *ad hoc*.

Section 2. Committees may be created, as needed, by the Assembly. The charge and purpose of each standing committee shall be determined by the Assembly, and incorporated into the Standing Rules of the Boulder Faculty Assembly.

Section 3. Committee procedures are governed by the Standing Rules of the Boulder Faculty Assembly, except as provided by these Bylaws.

Section 4. If a committee chair is not carrying out his or her committee responsibilities, including attendance at Executive Committee meetings, the Executive Committee may recommend that the Assembly name a new chair for the remainder of the Senate year. If a committee member misses three consecutive regular meetings of the committee, he or she will be considered to have resigned committee membership. In either event, the vacancy will be filled as provided by the Standing Rules of the Boulder Faculty Assembly.

Section 5. The Assembly shall review each of its committees at least once every four years, paying special attention to the degree to which each committee is fulfilling its charges and responsibilities. The initial review will be conducted by the Committee on Nominations and Elections upon the adoption of these Bylaws.

Section 6. Chairs of committees will have term limits. Chairs may serve for two consecutive terms of 2 years each. Then a member may not serve as chair again until 2 years have elapsed.

## **B. Standing Committees**

Section 1. The Standing Committees will be composed of eight faculty and two student members unless otherwise specified by these Bylaws or by the Standing Rules.

Section 2. The membership of the Standing Committees shall be chosen as provided by the Standing Rules of the Boulder Faculty Assembly unless otherwise specified by these Bylaws.

Section 3. Standing committee members may serve two consecutive terms on a given committee, but may not serve longer until at least a year has passed since the member was last on the committee.

Section 4. The Standing Committees of the Assembly shall include the following. The charges and specific membership of these committees are as provided by the Standing Rules of the Boulder Faculty Assembly.

- a) Academic Affairs Committee
- b) Administrative Services and Technology Committee
- c) Administrator Appraisal Committee
- d) Budget and Planning Committee
- e) Bylaws Committee

- f) Diversity Committee
- g) Faculty Affairs Committee
- h) Faculty Compensation and Benefits Committee
- i) Intercollegiate Athletics Committee
- j) Libraries Committee
- k) Nominations and Elections Committee
- l) Student Affairs Committee
- m) Instructor-Track Faculty Affairs Committee

### **C. Ad Hoc Committees**

Section 1. Ad hoc committees may be constituted as needed for a specific purpose. Ad hoc committees expire automatically one year after the date of their formation unless a different expiration time is specified. The Assembly may vote a one-year extension of the life of an ad hoc committee.

## **ARTICLE VI. Meetings of the Assembly**

Section 1. The Assembly will meet monthly during the academic year at a regularly scheduled time, except there shall be no regularly scheduled meeting in January or August. Special meetings may be held in January, June, July, or August, as provided for in the Standing Rules of the Boulder Faculty Assembly. During any January, June, July, or August meeting of the Assembly, motions can be made to reconsider any matter and to have it entered on the agenda of the next regularly scheduled meeting, provided that the motion to reconsider a matter and to have it entered on the agenda is otherwise in order. During any June, July, August or January meeting of the Assembly, motions can be made to postpone any matter until the next regularly scheduled meeting, provided that the motion to postpone until a definite time is in order.

Section 2. Meetings of the Assembly are open to all members of the Senate, who may express their views to the Assembly if invited to do so by the Chair or by vote of the Assembly.

Section 3. When approved by the Assembly in advance, or upon recommendation from the Executive Committee, an e-mail vote may be taken on any matter. The procedures for e-mail voting shall be as provided in the Standing Rules of the Boulder Faculty Assembly.

Section 4. The agenda shall be as provided for in the Standing Rules of the Boulder Faculty Assembly.

Section 5. The notice of meeting and agenda shall be distributed to all voting members of the Assembly, and made available to other interested parties on request, at least 48 hours in advance of a regularly scheduled or special meeting.

Section 6. Matters of procedure not covered by these Bylaws, the Standing Rules of the Boulder Faculty Assembly, or the Rules of the Faculty Senate, will be handled according to the latest revision of Robert's Rules of Order.

## ARTICLE VII. Amending and Suspending the Bylaws and the Standing Rules of the Boulder Faculty Assembly

Section 1. Changes in the Bylaws of the Assembly require notice of motion at any regular or special meeting of the Assembly, and approval of a two-thirds majority of those members of the Assembly voting at a regular or special meeting following that at which notice was given.

Section 2. Any single bylaw may be temporarily suspended for the purpose of voting on a single matter by the affirmative vote of two-thirds of those members of the Assembly voting at a regular or special meeting of the Assembly.

Section 3. The Standing Rules of the Boulder Faculty Assembly may be amended following notice of motion to amend at any regular or special meeting of the Assembly, and by approval of a simple majority of those members of the Assembly voting at a regular or special meeting following that at which notice was given.

# Standing Rules of the Boulder Faculty Assembly

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INTRODUCTION.

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## Introduction.

The Standing Rules of the Boulder Faculty Assembly describe procedures and practices necessary to implement the Bylaws of the Boulder Faculty Assembly. The numbering of the Articles of the Bylaws and the Articles of the Standing Rules correspond. Not all Articles of the Bylaws have implementing Standing Rules.

The Standing Rules can be amended as provided by the Bylaws of the Boulder Faculty Assembly.

## Article I. Membership

## Article II. Elections

Section 1. All the procedures relating to the election of Senate members to an Instructor, Research Faculty or At-large Assembly position as set out in 2.b. and 2.c. below and to committees shall be supervised by the Committee on Nominations and Elections, and shall be conducted by the Secretary of the Assembly. Selection of representatives of individual academic units as described in 2.a. below shall be carried out and supervised by the individual academic units. The supervising administrator of each academic unit shall transmit the name of the unit's selected representative to the Chair of the assembly no later than the first of April. Selection of representatives of small A&S divisions shall be carried out and supervised by the individual college divisions (Social Sciences, Natural Sciences and Humanities). The Associate Dean of each division or his or her delegate shall transmit the name of the division's selected representative to the Chair of the Assembly no later than the first of April.

Section 2. The Assembly shall consist of 60 elected voting members and additional ex officio voting members as listed below. These members will be elected or designated in the following manner:

- a) 46 members of the faculty will be elected for staggered three-year terms as representatives of the various academic units. Any academic unit that has more than one representative shall elect representatives by departments or divisions. Representation shall balance proportional representation of academic unit and department/division with the goal of providing individual departments/divisions with representation. Specific allocation of seats is described in the Standing Rules Appendices.
- b) Eight members of the faculty will be elected for staggered three-year terms as At-Large representatives by the members of the Senate at large. No more than five of these members shall be from the College of Arts and Sciences, and no more than five of these members shall be from any other school or college, the institutes, or the Boulder Campus libraries.
- c) Two instructors and two members of the research faculty will be elected for staggered three-year terms by the members of the Senate at large.
- d) Two retired members of the faculty will be elected for staggered three-year terms by former members of the Senate who have retired from the Boulder Campus.
- e) The chairs of the Standing Committees of the Assembly shall be members of the Assembly, *ex officio* with vote.
- f) The most recent Past Chair of the Assembly shall be a member of the Assembly, *ex officio* with vote.
- g) The Chair of the Assembly shall, upon election to the position, vacate his or her representative seat on the assembly and shall be considered an elected member of the Assembly at large. The Chair shall remain eligible for reelection to a second term. The Chair's representative seat shall be filled according to the procedures described in Sections 11 and 12 of this Article.

Section 3. No more than two members of any department or division may serve at any one time as elected representatives to the Assembly. A member of the Senate is not eligible for nomination for election to the Assembly for a particular year if two members of his or her department or division will be serving as representatives to the Assembly in that year. Up to three faculty from any department or division may serve at any one time as elected representatives when the BFA Chair is a member of that Unit or Department.

Section 4. The nomination and election process will generally be conducted in the spring semester. Elections from the faculty at-large and representatives from specific academic units will be conducted concurrently. The elections should be completed by the first of April.

Section 5. A member of the Senate may be nominated for an Instructor, Research Faculty, or At-large position on the Assembly or for Assembly committee membership only by another member of the Senate. The nomination is made by means of a nominating letter to the Secretary of the Assembly.

- a) For an at-large position on the Assembly, the nominating letter must be signed by one or more members of the Senate. The nominee must also sign the nominating letter, indicating his or her agreement to accept the position if elected.

b) For a position on a committee, the nominating letter must be signed by one or more members of the Senate in the academic unit that the nominee would represent. The nominee must also sign the nominating letter, indicating his or her agreement to accept the committee membership if elected.

Section 6. The election ballot shall list the nominees for Instructor, Research Faculty, or At-large positions on the Assembly or for positions on committees in alphabetical order in even-numbered years and in reverse alphabetical order in odd-numbered years. The ballot shall also list:

a) The academic department or other academic subdivision with which the nominee is affiliated, and

b) The names of those who signed the letter of nomination.

Section 7. Eligible voters may vote by a physical secret ballot or by an e-mail transmitted from the voter's university e-mail address.

Section 8. If Senate is voting to fill "x" vacant Instructor, Research Faculty, or At-large positions on the Assembly or on a committee, each voter may cast a single vote for each of no more than "x" nominees to fill the vacant positions.

Section 9. Physical ballots shall be returned in envelopes on which the voting member of the Senate signs and prints his/her name and prints the name of his/her academic unit. Ballot envelopes or ballots that do not meet these requirements shall be declared invalid.

Section 10. Physical and e-mail ballots shall be counted by the Nominations and Elections Committee at an announced time and place. When counting e-mail ballots, the Committee will first check the name on the e-mail address against the current list of members of the Senate. When counting physical ballots, the Committee will first check the signatures on the ballot envelopes against the current list of members of the Senate. The envelopes must satisfy the following criteria for their ballots to be counted: The name on the envelope must be that of a member of the Senate entitled to vote with respect to the position(s) in question, and there must be no more than one ballot envelope from any one member of the Senate entitled to vote on that matter. The envelopes that meet these criteria shall then be opened, the ballots shall then be separated from the envelopes, and the ballots shall then be counted.

Section 11. If a vacancy occurs for a BFA representative who represents Boulder Campus Faculty at-large, the Executive Committee, upon consultation with the Committee on Nominations and Elections, may determine whether the vacancy should be filled for the remaining period of the vacancy or until a special election is later held for the position. The Executive Committee may implement such procedures as it deems appropriate to nominate one or more qualifying members of the Senate for the position. The Assembly will then hold an election to fill the vacancy. The Assembly may determine and implement substitute procedures for filling the vacancy. Any other provisions in these bylaws to the contrary notwithstanding, a continued vacancy dealt with under this provision will be filled upon the affirmative vote in favor of a nominee by

a simple plurality of the members of the Assembly present and voting on the matter. If a vacancy occurs for an Executive Committee member at-large position, the Nominations and Elections Committee will fill the position pursuant to the requirements of Bylaws Article III. Section 1.

Section 12. Elected members of the Assembly have the responsibility to be regular in their attendance at meetings of the Assembly. However, unavoidable conflicts may arise between a class taught by an elected member of the Assembly and regular meetings of the Assembly. Such a conflict for one semester may be resolved by holding a special election in the academic unit of the member in question to elect a temporary replacement, or by an appointment agreed upon jointly by the Assembly member and the Executive Committee.

Section 13. During the period from the election of new members of the Assembly until the start of the Senate year, the newly elected members of the Assembly will be invited to attend all meetings of the Assembly and to participate in debate. Except as provided in Section 14 (below) such newly elected members will not be voting members of the Assembly until the start of the Senate year, except that they may vote in the election of officers of the Assembly and also of any standing and special committees of the Assembly to which they have been elected or otherwise selected for membership. The newly elected officers of the Assembly will be expected to attend all meetings of the Assembly following their election.

Section 14. If a member retiring from the Assembly at the end of the Senate year will be unable to complete his or her duties during the last months of his or her term of office, and if a replacement member from the same academic unit has been duly elected to become a member of the Assembly beginning with the next Senate year, the Assembly may vote to accept the elected replacement as a voting member of the Assembly for the intervening months.

## Article III. Officers and Executive Committee Members at Large

## Article IV. Executive Committee

## Article V. Standing and Ad Hoc Committees

Section 1. Assembly standing committee composition rules:

- a) Faculty representation on standing committees shall be substantially proportional with respect to the various Colleges and Schools.
- b) Student representation on standing committees shall include one undergraduate student selected by CUSG for a one-year term, and one graduate student selected by UGGS for a one-year term.
- c) Except as otherwise provided by these Standing Rules, faculty representation on

standing committees shall include two members of the Assembly to be elected by the Assembly at large for staggered, two-year terms not to exceed their tenure in the Assembly, and shall also include six Faculty Senate members to be elected by the Faculty Senate at-large for staggered, three-year terms.

Section 2. Committee charges for Assembly standing committees are as follows:

a) Academic Affairs Committee

The Academic Affairs Committee shall address matters of academic planning, practices and standards of the Boulder campus, and shall participate in all academic planning, at both the undergraduate and graduate levels, that pertains to the Boulder campus. This includes the areas of admissions, enrollment, financial aid and advising. The Committee shall propose such specific planning activities as it deems appropriate. The Committee shall concern itself with undergraduate scholarships and awards made on the Boulder campus, and, in cooperation with the Faculty Senate Committee on Educational Policy and University Standards, shall consider all matters pertaining to academic standards, including admission policies and the effect of elementary and secondary school practices on the University. One or more members of the Academic Affairs Committee shall also serve on the Faculty Senate Committee on Educational Policy and University Standards. The Committee shall monitor the activities of the Program Review Panel (PRP) and, based on PRP reports, shall annually review and report on the overall progress of the campus in achieving its academic goals. The Committee shall serve as the campus review committee for purposes of evaluating programs recommended for discontinuance.

b) Administrative Services and Technology Committee

The Administrative Services and Technology Committee shall be responsible for monitoring and assessing administrative services on campus to ensure that they efficiently and properly meet the academic goals of the campus. One or more members of the Committee may serve on the campus Environmental Council or its successor, and other campus entities. The Committee shall address the use of technology in teaching, research, and service, and may serve as an advisory panel to the campus Information Technology Services. One or more members of the Committee shall also serve on the Faculty Council Learning, Educational Technology, Teaching and Scholarship (LETTS) Committee.

c) Administrator Appraisal Committee

The Administrator Appraisal Committee shall oversee the BFA evaluation of administrators during each spring semester, update or modify the evaluation questions and procedures in accordance with the faculty and evaluatees' feedback, and keep current the list of administrators to be appraised.

The Administrator Appraisal Committee shall consist of ten members. Six members shall be elected from the Faculty Senate for staggered, three-year terms, and shall include three members elected from Arts and Sciences representatives and three members elected from non-Arts and Sciences representatives. Two members shall be elected from the Assembly for staggered two-year terms, not to exceed their tenure in the Assembly. Two

members shall be elected by the Assembly from candidates nominated by the administration for staggered, two-year terms. There shall be an *ex officio* member from the Office of Planning, Budget and Analysis, selected with the concurrence of the Executive Committee.

d) Budget and Planning Committee

The Budget and Planning Committee shall participate actively with the appropriate administrative officers in all substantive steps in and aspects of the development, implementation, and modification of the campus budget and the budget of the Academic Affairs division. These include participating in the activities of the Campus Budget Committee and the Academic Affairs Budget Advisory Committee. The Committee shall review Assembly notices of motion and resolutions that may have budgetary impact prior to the final vote on such notices of motion and resolutions. The Committee may initiate special budgetary studies and analyses relating to improving the efficiency and effectiveness of the University of Colorado at Boulder.

One or more members shall also serve on the Faculty Council Budget Committee.

e) Bylaws Committee

The Bylaws Committee shall be responsible for proposing changes in the Bylaws and the Standing Rules of the Boulder Faculty Assembly; for interpreting the BFA Bylaws and Standing Rules, subject to review by the Executive Committee and the Assembly; and for determining the conformity of BFA legislation and acts to the Bylaws and Standing Rules of the Assembly. The Committee shall monitor the implementation of Assembly legislation, problems resulting from conflicting legislation, and errors in the implementation of legislation, and report these matters to the Executive Committee for appropriate action.

The Bylaws Committee shall consist of eight members elected from the membership of the Assembly for staggered, two-year terms, not to exceed their tenure in the assembly, plus the Vice Chair of the Assembly who will serve *ex officio* as chair. The Committee shall consist of three members elected from Arts and Sciences representatives, three members elected from non-Arts and Sciences representatives, and two members elected at-large.

f) Diversity Committee

The Diversity Committee shall address issues affecting faculty women and other protected class faculty, including gay, lesbian, or bi-sexual faculty and faculty with physical disabilities.

The Diversity Committee shall have a minimum of eight faculty and two student members, and may choose additional members, subject to approval by the Executive Committee, to ensure sufficient membership to address specific issues and concerns as they arise. One or more members of the Diversity Committee shall also serve on the Chancellor's Committee on Women, the Chancellor's Advisory Committee on Minority Affairs, the Chancellor's Committee on GLBT, and other appropriate campus

committees. One or more members of the Diversity Committee shall also serve on the Faculty Council Committee on Women, the Faculty Council Ethnic Minority Affairs Committee, the Faculty Council Gay, Lesbian, Bisexual and Transgender Issues Committee, and other appropriate Faculty Council committees.

g) Faculty Affairs Committee

The Faculty Affairs Committee shall address matters of faculty responsibilities and rights in teaching, research, and service. In particular, the Committee shall: make recommendations in regard to a comprehensive and continuing system to evaluate faculty teaching, while at the same time giving proper protection to the rights of individuals; make recommendations in regard to rewards for teaching; give continuing attention to the role and functions of teaching assistants and teaching associates; evaluate the adequacy of teaching facilities and participate in planning the development of teaching facilities; and act as a clearinghouse for suggestions from all members of the academic community regarding the quality, effectiveness, and improvement of educational processes on the Boulder campus. The Committee shall be responsible for policy relating to the professional responsibilities of faculty members. It shall periodically review the Professional Rights and Duties of Faculty Members and Roles and Professional Duties of Department Chairs document, and recommend to the Assembly appropriate revisions. The Committee shall monitor the activities of the Vice Chancellor's Advisory Committee, the Council on Research and Creative Work, and the Privilege and Tenure Committee of the Faculty Council, and make appropriate recommendations to the Assembly on matters of policy relating to the work of these committees.

h) Faculty Compensation and Benefits Committee

The Faculty Compensation and Benefits Committee shall address issues relating to faculty compensation and benefits, including retirement and health plans and other compensatory and non-compensatory benefit proposals. The Committee shall monitor University and campus plans and proposals, and may recommend new benefits to the Assembly. One or more members of the Committee shall also be a member of the Faculty Council Personnel Committee.

i) Intercollegiate Athletics Committee

The Intercollegiate Athletics Committee shall monitor all aspects of the Intercollegiate Athletics Department as they are related to the academic mission of the Boulder Campus, and make recommendations for changes to programs and policies. The Committee shall have three *ex officio* members: the Faculty Athletic Representative to the Big 12 Conference and the NCAA, the Director of Intercollegiate Athletics, and the Intercollegiate Athletics coordinator of academic programs. Other employees of the Athletics Department and student athletes may be asked to serve as resource personnel for the Committee. Two or more members of the Committee shall serve on the campus Academic Policy Board.

j) Libraries Committee

The Libraries Committee shall continually review, evaluate, and make recommendations regarding Boulder Campus libraries practices and policies. The Committee shall consist

of 22 members chosen as follows: Nine members from the College of Arts and Sciences for staggered, three-year terms (three to be selected by the Council for Natural Sciences, three to be selected by the Council for the Humanities and the Arts, three to be selected by the Council of the Social and Behavioral Sciences), and two members of the Assembly elected by the Assembly at large for staggered two-year terms not to exceed their tenure in the Assembly. The other schools and colleges shall each have one member on a rotating basis for staggered, three year terms. The CUSG shall name an undergraduate student member, and the UGGS shall name one graduate student member.

k) Nominations and Elections Committee

The Nominations and Elections Committee shall be chaired by the elected Secretary of the Assembly and will include the two At Large Members of the Executive Committee, three members elected from Arts and Sciences BFA representatives, and three members elected from non-Arts and Sciences BFA representatives. The Committee shall supervise the conduct of the nominations and elections of the members of the Assembly, its officers, and its committee chairs and committee members, and shall determine methods for filling temporary vacancies on the Assembly and its committees, subject to the provisions of these Bylaws and as provided by the Standing Rules of the Boulder Faculty Assembly. The Committee shall recommend to the Executive Committee faculty members for appointment to campus-wide committees, as requested by the administration. The Committee shall review the apportionment of the Assembly's membership and adjust it to ensure a fair distribution of representation among the members of the Faculty Senate at least every ten years.

l) Student Affairs Committee

The Student Affairs Committee shall address issues pertaining to student affairs, including student judicial affairs, housing, student activities, student government and non-academic services for students.

m) Instructor-Track Faculty Affairs Committee

The Instructor-Track Faculty Affairs Committee shall consider issues pertaining to instructors and lecturers, including but not limited to compensation, workload, performance review, promotion, contract renewal, and intellectual freedom. The Committee shall periodically review Academic Affairs and other campus policies relating to the professional responsibilities of instructor-track faculty. The Committee shall act as a clearinghouse for suggestions and concerns for instructor-track faculty matters.

The Instructor-Track Faculty Affairs Committee shall have a minimum of seven faculty and may choose additional members, subject to approval by the BFA Executive Committee, to ensure sufficient membership to address specific issues and concerns as they arise. The Committee shall consist of at least two BFA members regardless of faculty status, a minimum of three instructors from different disciplines, and at least two tenured or tenure-track faculty. The Committee shall appoint one of its members to attend meetings of the Faculty Affairs Committee.

Section 3. Committees may form subcommittees as needed, to address specific issues or

as continuing subdivisions of the committee. Subcommittee chairs do not attend or vote at Executive Committee or Assembly meetings unless they are otherwise members of the bodies or are designated by the elected committee chair to do so in his or her stead.

Section 4. A standing or ad hoc committee may appoint up to three non-voting resource members. Resource members may be faculty, staff, students, or administrators, chosen for the specific expertise they bring to the committee's deliberations.

## Article VI. Meetings of the Assembly

### Section 1. Procedures

- a) The regular meetings of the Assembly will be held at 4:00 p.m. on a designated Thursday of each month. Special meetings may be held if recommended by the Executive Committee or if called by at least five members of the Assembly.
- b) The Tri-Executives of the CUSG and the President of the UGGS are invited to attend meetings of the Assembly, and may speak on matters of interest to students when requested to do so by the Chair or by vote of the Assembly.
- c) The Chair (or Co-Chair) of the Staff Council is invited to attend meetings of the Assembly, and may speak on matters of interest to the staff when requested to do so by the Chair or by vote of the Assembly.
- d) Meetings of the Assembly are open to representatives from the campus Office of Public Relations, to representatives from recognized news media, and other invited guests. The name and affiliation of each representative and guest present shall be announced by the Chair of the assembly at the beginning of each meeting.
- e) A quorum for a regular or special meeting of the Assembly shall be 40% of the voting members. Whether a quorum exists shall be determined at the time the meeting is called to order.
- f) Members of the Assembly may not vote by absentee ballot.
- g) A voting member of the Assembly may cast a proxy vote only if he or she was in attendance, but must leave a meeting of the Assembly prior to balloting. The proxy ballot may be cast either by a written and signed statement that clearly identifies the matter at issue and the vote to be recorded, or by a written and signed statement authorizing a named member of the Assembly who is in attendance at the time of balloting to cast a vote on behalf of the absent member. No member may be named on more than one proxy for a particular vote. Proxies assigned to a named member may not be assigned subsequently to another member. All proxy statements shall be given to the Recording Secretary when the member leaves the meeting.
- h) A roll call vote on any issue before the Assembly will be held when requested by three or more voting members present.

i) A secret written ballot on any issue before the Assembly will be held when requested by three or more voting members present.

j) If a roll call vote and a secret written ballot are requested on the same issue pending before the Assembly, and each request receives the support of at least three voting members present, the request for a secret written ballot shall prevail.

k) E-mail votes. When approved by the Assembly in advance, or upon recommendation from the Executive Committee, an e-mail vote may be taken on any matter. The procedures for an e-mail vote shall be established for that vote prior to it being taken. Such procedures shall be devised to effectuate the principle of democratic governance and, further, shall be appropriate to the nature of the matter under consideration.

l) The meeting agenda shall be:

I. Call to Order

II. Approval of Minutes of the preceding meeting if not already approved

III. Call for New Notices of Motion

IV. Administrative Reports

V. Report of the Executive Committee

VI. Reports of Standing Committees

VII. Reports of Ad Hoc Committees

VIII. Unfinished Business

IX. New Business

X. Adjournment

#### Section 2. Notice of Motion

a) On matters of New Business, written notice of motion must be delivered to the Chair of the Assembly at least ten days in advance of the meeting at which it is proposed that the submission of the item be reported. The text of the motion will be distributed with the meeting agenda.

b) Motions for which previous notice has not been given (as required in a) above) may be introduced at the discretion of the Chair following the approval of the minutes. These motions shall read without debate or action. Such motions may be debated following the close of that part of the agenda devoted to New Business.

#### Section 3. Committee Reports

a) The following will be the procedure for bringing reports from standing or ad hoc committees to the Assembly for consideration.

(i.) The report will be submitted to the Executive Committee, which may vote to forward the report to the full Assembly or request more information.

(ii.) No final action on a report or on proposed amendments of its recommendations may be taken at the Assembly meeting at which it is first presented. Discussion and debate may take place, and notices of motion to amend the recommendations made in a report

may be received.

(iii.) Final action on the report and on any amendments to its recommendations may be taken at the next meeting of the Assembly.

#### Section 4. Elections Conducted at Assembly Meetings

- a) Written secret ballots will be used in all elections of officers of the Assembly and in the election of members of committees.
- b) In the voting for officers of the Assembly, a nominee must receive the affirmative votes of a simple majority of those voting to be declared elected. If no nominee receives a majority, the name of the nominee with the lowest number of votes will be dropped from the ballot and the balloting will be repeated until one nominee receives a majority of the votes cast.
- c) In voting for committee members and for other similar positions, the nominees with the largest pluralities will be declared elected.

#### Section 5. Further Procedures.

Matters of procedure not covered by the Bylaws or the Standing Rules of the Boulder Faculty Assembly will be handled according to the latest revision of Robert's Rules of Order.

## ARTICLE VII. Amending and Suspending Bylaws and Standing Rules

### Article VIII. Definitions

1. The Faculty Senate, which includes faculty from all CU campuses, is defined by the Laws of the Regents. This group includes faculty with the following titles, whose appointments are 50% or more: professor, associate professor, assistant professor, senior instructor, instructor, scholar in residence, and artist in residence. Adjoint, attendant, clinical and research faculty with fifty-percent or more appointments in the above ranks are also members of the Faculty Senate.
2. The Boulder Faculty Senate is defined as those members of the Faculty Senate assigned to the Boulder Campus. *Ex officio* members with the right to vote in matters put to a vote of the Boulder Faculty Senate are the Boulder Chancellor, the vice chancellors, all deans; the directors of the budget, libraries, and museum; and professors emeriti and emeritae. Campus officers should not exercise their right to vote if they are in a position to act on a recommendation.
3. The term Senate year means July 1 through June 30.
4. The term Academic Year means the period during which faculty report to campus (August 15) through spring semester commencement.

5. The term Academic Unit means schools, colleges, Boulder Campus libraries, the University Museum, and the ROTC.
6. The term Administration refers to the administration of the University of Colorado at Boulder, including deans, vice chancellors, and the Chancellor.
7. The term Assembly means Boulder Faculty Assembly, as defined in the Senate Rules.
8. The term Committee refers only to committees set forth in these bylaws, unless otherwise specified.
9. The term Department or Division means an immediate formal organizational subunit of the faculty of an academic unit, whether bearing either such name or any similar name, if the academic unit has such organized subunits of its faculty members.
10. The term Executive Committee means the Executive Committee of the Assembly.
11. The term Faculty Council means the Faculty Council that represents faculty of all four campuses of the University of Colorado.
12. The terms CUSG and UGGS mean, respectively, the University of Colorado Student Government and the United Government of Graduate Students, of the University of Colorado, Boulder. A student is defined in the Constitution of the University of Colorado Student Government (CUSG).
13. The term University Administration refers to the group of administrative officers whose responsibilities cover the several campuses of the University of Colorado.

## Appendix

On September 3, 1981, the Assembly passed the following motion: “All actions of the BFA, which result in significant formulation of policy or in requests to the administration which have long-term significance, should be incorporated in an APPENDIX to the bylaws of the Boulder Faculty Assembly.” The following appendices are included with the bylaws for purposes of information, but are not part of them. These matters may be compiled, indexed and updated from time to time by the Office of the Secretary, and shall be approved by the Chair of the Assembly, but they need not be presented formally to the Assembly.

Appendices are available on line, via the BFA website: [www.Colorado.edu/BFA](http://www.Colorado.edu/BFA).

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