

ATLAS Institute Bylaws

I. GOVERNANCE

The ATLAS Institute, as an interdisciplinary Institute at the University of Colorado Boulder, is subject to the rules of the Regents, the policies of the University, and the Institute's Bylaws.

The ATLAS Institute, like all CU Institutes, is administratively housed within the University and all ATLAS programs are academically homed in the College of Engineering and Applied Science. The ATLAS Institute Director reports to the Dean of Institutes.

In addition to these Bylaws, ATLAS administration is governed by several key campus memoranda of understanding referenced herein. These memoranda are included in Appendix A of this document.

II. ORGANIZATION

a. Director

The ATLAS Institute Director is the principal executive officer of the Institute, responsible for its overall leadership. As the principal executive officer, the ATLAS Institute Director is responsible for the overall administration and operation of the Institute. The Director shall have the authority, within the rules of the Regents, the policies of the University, the rules of the College of Engineering and Applied Science (CEAS), and the rules of the Graduate School to conduct the administration of the Institute.

The Director is a member of the professional staff of the Institute as well as a rostered member of the academic department of the University in which he or she holds tenure. The Director reports to the Dean of the Graduate School, with the Dean of CEAS providing oversight of ATLAS faculty, staff, degree programs, certificates, and supporting programs. The Director shall be a member of the Institute's voting faculty, shall normally serve for four years, and shall be eligible for re-appointment.

The Director shall provide leadership toward achieving the highest possible level of excellence in the teaching, research, and service activities of the Institute.

The Director is responsible for the following:

1. Managing the Institute's faculty
 - a. Recommending appointment, promotion, reappointment and tenure to the appropriate University administrator and academic department
 - b. Reviewing performance and recommending salary increases to the appropriate University administrator
 - c. Assigning teaching duties
2. Managing the Institute's Staff
 - a. Recruiting and hiring staff members
 - b. Reviewing performance according to University guidelines and rules
 - c. Recommending promotion to the appropriate University administrator
 - d. Recommending salary increases to the appropriate University administrator
3. Managing the Institute's resources
 - a. Preparing and managing the Institute's budget

- b. Managing space acquisition and allocation
- c. Managing acquisition and allocation of equipment and other resources.
- 4. Overseeing the Institute's Centers
 - a. Appointing and overseeing the performance reviews of all Center Staff funded with ATLAS Institute budget
 - b. Managing allocation of space and other resources to the Centers
- 5. Coordinating the Institute's administration with the administration of the rest of the University
- 6. Serving as Chair of the Executive Committee
- 7. Ensuring communication among the standing committees and other units responsible for delegated responsibilities
- 8. Acting as an external point-of-contact for the Institute and performing ceremonial duties related to representing the Institute.

In addition, the Director may make recommendations to Institute committees on matters within their jurisdiction and make recommendations on any other matter before the faculty.

The Director may delegate a subset of these duties to an assistant, an associate director, other faculty and staff members, or to an ad hoc committee. Any such delegation expires with the end of the Director's appointment.

Should the Director be absent from the Institute for more than two (2) months, an interim Acting Director shall be appointed on recommendation of the Director by the Deans of the College of Engineering and Applied Science and the Graduate School.

b. Faculty

The ATLAS Institute Faculty comprises the voting faculty and the extended faculty.

1. Voting Faculty

The voting members of the Institute's faculty shall comprise (1) all faculty members rostered in the ATLAS Institute, including those who are on leave, with any of the titles of Distinguished Professor, Professor, Associate Professor, or Assistant Professor; (2) all research faculty members with titles of Research Professor, Research Associate Professor, or Research Assistant Professor; and (3) all rostered instructional faculty with titles of Scholar in Residence, Senior Instructor or Instructor.

Members of the extended faculty (see below) can become members of the voting faculty if nominated by the executive committee and then elected by secret written or electronic ballot requiring a two-thirds majority of those voting for approval. Voting rights granted to a member of the extended faculty remain in effect until (a) the faculty member's position no longer qualifies him or her as a member of the extended faculty, or (b) the faculty votes by two-thirds majority to withdraw voting rights.

On personnel matters, faculty members may vote on appointment and promotion to positions at or below their rank. On graduate curriculum matters, only members of the university's graduate faculty may vote.

Approval of measures is granted by a majority vote via show of hands, or secret written or electronic ballot of those voting. Voting is by default a show of hands, unless any voting member requests a vote by secret ballot. A record of the number of votes for, against, and abstaining from any voted-on motion shall be shared with the faculty.

Quorum for all elections is one-half plus one of the voting faculty.

In this document, a majority vote means that more than half of those voting approved the measure. A two-thirds majority vote means that two-thirds or more of those voting approved the measure. An abstention is a non-vote; it is recorded but it does not otherwise impact the counts of yes/no votes or the count of those faculty “participating in the vote.”

2. Extended Faculty

The extended faculty shall consist of all persons holding any other type of faculty appointment with the ATLAS Institute including (but not limited to): Emeritus Professor, Adjoint Professor, Adjunct Professor, Attendant Rank Professor, Visiting Professor, Lecturer, Director, Senior Research Associate, or Research Associate.

c. ATLAS Fellows

ATLAS Fellows are members of the university faculty and staff who participate regularly in Institute activities, including, but not limited to:

- chairing or serving on the advisory or dissertation committee of an ATLAS PhD student
- supporting an ATLAS PhD or Master’s student with extramural funding
- teaching an ATLAS-sponsored class
- actively participating in ATLAS colloquia, seminars, artistic performances.

ATLAS Fellows are appointed by the ATLAS Institute Director for one-year, renewable, terms, on the recommendation of the Executive Committee

d. Staff

The Institute holds a number of general fund staff positions. Staff appointments are made in accordance with the appropriate State and University regulations, contingent upon availability of funds.

e. Graduate Research Assistants

Appointment and reappointment to Graduate Research Assistantships are at the discretion of individual Principal Investigators (with the concurrence of the Director), who may stipulate conditions for the award appropriate to a particular grant or contract.

f. Committees

Unless otherwise constituted by the Director, all committees shall have a chair. The chair shall serve as a delegate, representing the committee in interactions with other committees. The Director may also approve an alternate delegate upon request by any committee.

1. Executive Committee

The executive committee shall consist of the Director (chair, voting), and up to six other members, to be appointed by the Director in July for two-year terms. Executive committee

members may include members of the ATLAS Institute leadership staff and the voting as well as extended faculty. At the Director's discretion, the committee can include up to one representative from each ATLAS Institute Center and up to one ATLAS Institute student.

The executive committee shall assist and advise the Director and provide other services as set forth in these Bylaws. The executive committee will formulate policy as needed for submission to the Institute faculty for appropriate action. The committee will advise the Director on actions where the application of Institute policy is not clear. In addition, the specific responsibilities of the executive committee include:

- Handling personnel issues involving faculty and staff members
- Developing long-range plans that address Institute needs, including physical facilities, staffing, external sources of support, etc.
- Leading faculty search and recruiting activities
- Conducting annual performance reviews
- Appointing the Curriculum Committee

The executive committee may delegate a subset of these duties to subcommittees, other standing committees, other faculty and staff, or to ad hoc committees. Any such delegation expires at the end of the ATLAS Institute Director's appointment or when the delegated duties have been completed or the delegation is revoked by the executive committee.

The ATLAS Institute Director shall call a meeting of the executive committee at least once each semester (fall and spring), announcing meetings at least five days in advance.

Decisions made by the Executive Committee may be appealed in writing to the ATLAS Institute Director, who shall respond to the appeal within ten working days. Decisions rendered by the ATLAS Institute Director are final, except as detailed elsewhere in this document or by university policy.

2. Curriculum Committee

A curriculum committee shall be appointed by the executive committee at the beginning of each academic year. The curriculum committee shall consist of five members, comprising at least one tenure-track faculty member and one non-tenure-track faculty member. At the executive committee's discretion, the curriculum committee may also include one ATLAS undergraduate student (non-voting) and one ATLAS graduate student (non-voting). Extended faculty and staff may also be appointed as voting members of this committee. This committee is responsible for all policy matters relating to undergraduate and graduate study within the Institute.

The committee will, as the need arises, make recommendations to the voting faculty for their review and approval on revising existing undergraduate and graduate study policy or creating new undergraduate and graduate study policy.

Specific responsibilities of this committee include:

- Selecting teaching assistants and research associates to fill graduate fellowships under the control of the Institute

- Recommending candidates for fellowships and scholarships administered by the Graduate School and CEAS
- Defining course content for ATLAS undergraduate and graduate level courses
- Reviewing all changes to the ATLAS undergraduate and graduate curriculum
- Reviewing and, when warranted by the policies and practices of the academic programs, approving student petitions pertaining to their progress in the Institute's academic programs
- Recommending candidates for fellowships, scholarships, and Institute, college, and campus awards
- Compiling information required to produce the CEAS annual assessment report and submitting that report to CEAS and to the executive committee.

The committee shall keep minutes of its meetings, including records of all votes, and those minutes shall be shared with the voting faculty.

3. Graduate Committee

A graduate committee shall be appointed by the executive committee at the beginning of each academic year. Specific responsibilities of this committee include:

- Overseeing the review of applications to graduate programs and admissions.
- Maintaining and updating policies and procedures pertaining to the PhD program.
- Reviewing and rendering decisions about petitions by graduate students and / or faculty members pertaining to the graduate program.
- Collaborating with the Curriculum Committee on curriculum matters pertaining to graduate students.

The committee shall keep minutes of its meetings, including records of all votes, and those minutes shall be shared with the voting faculty.

4. Ad Hoc Committees

As needed, the Director may appoint ad hoc committees and delegate specific responsibilities and authority to those committees. Those delegations of responsibility shall specify rules governing quorums for committee meetings. All ad-hoc committees shall keep minutes of their meetings, and those minutes shall be shared with the voting faculty.

g. ATLAS Centers

1. The Center for Media, Arts and Performance

The Center for Media, Arts and Performance (CMAP) explores the intersection between technology and performance in furtherance of the overall mission of ATLAS, including research and teaching. The ATLAS Institute Director appoints a CMAP Director, who reports to the ATLAS Institute Director.

2. The National Center for Women and Information Technology

The National Center for Women and Information Technology (NCWIT), which works to correct the imbalance of gender diversity in technology and computing, is a 501c3 corporation that is separate from CU and is governed by its own Board of Directors. Some NCWIT staff members, including the NCWIT Director, are CU employees. The NCWIT Director reports to the ATLAS Institute Director and the ATLAS Institute Director oversees the use of ATLAS funds and space in the Roser ATLAS Center for NCWIT.

III. APPOINTMENTS AND EVALUATION

a. Appointments

i. Director

Personnel decisions regarding the ATLAS Institute Director will be made by the Dean of Institutes, in consultation with the Dean of the College of Engineering and Applied Science (CEAS). When a Director is to be appointed, the Dean of Institutes working with the Dean of CEAS and the chair or co-chairs of the ATLAS Working Group, will establish a search committee. The Director will hold a tenured position in an academic department and will hold research credentials relevant to the Institute's mission. Therefore, the search committee will consult with the chairs and faculty of relevant department(s). The search committee finalist will be forwarded to the Dean of Institutes, the Dean of CEAS, the Provost, and Regents of the University of Colorado. Prior to submitting a recommendation for this finalist to the above enumerated parties, the ATLAS Director or acting or interim Director shall solicit a vote by the voting faculty on the recommendation; the tally of this vote shall be shared with the above enumerated parties. The Dean of Institutes appoints the Director, subject to approval of the Provost and the Board of Regents.

The appointment is full time for a four-year term.

The Director serves at the pleasure of the Dean of Institutes. The Director is eligible for reappointment following approval by the Dean of Institutes, the Dean of CEAS, the Provost, and Regents of the University of Colorado.

ii. Faculty

The ATLAS voting faculty shall vote on any proposed tenure-track appointments to the ATLAS roster and the ATLAS Director shall report the results of the vote to the relevant hiring authority.

b. Evaluation

1) Director

Personnel decisions regarding the ATLAS Institute Director are made by the Dean of the Graduate School, in consultation with the Dean of the College of Engineering and Applied Science. The Dean of the Graduate School shall obtain a recommendation regarding the Director from the Dean of CEAS and the department in which the Director holds tenure and will make an annual evaluation of the Director.

2) Director of the Center for Media, Arts and Performance

Evaluation of the Director of the Center for Media, Arts and Performance will be made by the ATLAS Institute Director and forwarded to the Dean of the Graduate School.

3) Faculty

No later than February 1st of each year, each ATLAS faculty member will provide the ATLAS Institute Director with a completed form, "Faculty Report of Professional Activities."

Annual merit evaluations will be carried out by the Director in consultation with the Executive Committee and communicated to each member of the ATLAS Institute faculty in writing. These written evaluations shall be provided to the Departments and the Dean of the College of Engineering and Applied Science. Annual merit evaluations may be appealed first to the ATLAS Institute Director, and failing resolution, to the Chair of the of the faculty member's tenure home department in accordance with University procedures.

4) Staff

Staff supervisors evaluate classified Staff Personnel, Professional Scientists, and University Staff as mandated by, and in accordance with, University policies and procedures.

c. Promotion and Tenure

Rules for reappointment, promotion, and tenure of faculty members and reappointment and promotion of Research Professors follow the laws and policies of the University of Colorado Board of Regents. Tenure normally resides in an academic department, and therefore promotion and tenure are the responsibility of the academic department.

V. Grievance Procedures

A grievance is about the *process* by which a decision was reached. A grievance would be based on the contention that the person against whom the grievance is filed reached a decision in an improper fashion, unfairly or capriciously, or failed to follow an established procedure.

A grievance is submitted in writing to the Director of the ATLAS Institute within ten working days of grievor's notification of the action being grieved. Any issue may be grieved for which another procedure does not already exist (e.g., discrimination, harassment, research misconduct, merit evaluation, or salary disputes). The Director will review the grievance and determine whether to refer it to the ATLAS Grievance Committee. The Director may refer the grievance to another university entity, such as a college grievance committee.

The ATLAS Grievance Committee is an ad hoc committee appointed by the Institute Director (or by the Associate Director, in the event that a grievance is submitted against the Institute Director). The ad hoc grievance committee will be appointed within ten working days of submission of a grievance. Committee members serve until the grievance is resolved.

Committee procedures

The grievance committee chair is appointed by the Institute Director (or by the Associate Director, in the event that a grievance is submitted against the Institute Director).

The grievance committee chair will convene the committee within ten working days of submission of a grievance.

The grievance committee has ten working days to render a judgment regarding the grievance. This period may be extended if, in the judgment of the committee, additional time will be required to locate witnesses, gather additional evidence, etc.

The committee may at its discretion hold a hearing, in which the grievant and the individual or individuals against whom the grievance is submitted each may present and respond. If a hearing is called, the grievant the individual(s) against whom the grievance is submitted must represent themselves.

The committee makes a recommendation to the Institute Director (or by the Associate Director, in the event that a grievance is submitted against the Institute Director), who renders a final decision regarding the grievance within ten working days of the committee's recommendation.

No appeal within the ATLAS Institute is available, once a final decision has been rendered. The grievant may appeal the decision through appropriate college or university channels.

VI. MEETINGS

The ATLAS Institute Director shall call a meeting of the Institute faculty at least once each semester. Any faculty member may propose items for a meeting agenda. The Executive Committee shall review these proposals and in consultation with the ATLAS Institute Director determine the meeting agenda. The Director shall appoint someone to record minutes of the meeting, and those minutes shall be shared with the Institute Faculty.

VII. AMENDMENTS TO AND REVISIONS OF THESE BYLAWS

These Bylaws were approved as of April 9, 2018.

Changes to the Bylaws require written notice of motion to be submitted and circulated to all voting members at least two weeks prior to the meeting at which they are to be considered. An absentee ballot will be provided for all voting members unable to attend such a meeting. Changes to the Bylaws require a two-thirds majority of all voting members and will not take effect until approved by the Deans of the Graduate School and the College of Engineering and Applied Science. If the Deans of the Graduate School and the College of Engineering and Applied Science do not approve the recommended changes to the Bylaws, the voting members, via the Director, may appeal directly to the Provost.