

# STANDING RULES OF THE BOULDER FACULTY ASSEMBLY

## Preamble

The governing documents of the Boulder Faculty Assembly include a set of Bylaws and a companion set of Standing Rules. Article numbers in the two documents mirror each other. For example, Article II of both the Bylaws and the Standing Rules govern the BFA election process. The Bylaws are generally substantive, while the Standing Rules are generally procedural. If the two documents are inconsistent, the Bylaws take precedence. Where the Bylaws and Standing Rules do not address matters of procedure, issues will be resolved according to the most recent edition of *Robert's Rules of Order Newly Revised*. 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 corresponding Standing Rules.

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

## Article I. Membership

### Section 1

The Assembly shall consist of elected, appointed, ex officio, at-large members elected from the CU Boulder Faculty Senate, and CU Retired Faculty Association members, as described below.

- a) Traditional and Other Unit members shall be elected or appointed for three-year staggered terms. The method of selection is determined by each recognized academic unit. There are no term limits for these unit representatives.
- b) All Traditional and Other Units shall have at least one representative.
- c) Any request for a new Assembly seat shall be presented to the BFA Executive Committee. The BFA Executive Committee may then forward the request to the full Assembly for final approval requiring a two-thirds majority vote.
- d) Fourteen at-large representatives shall be elected by and from members of the Faculty Senate for three-year staggered terms. No more than nine of these members shall be from the College of A&S and no more than six shall be from any other School, College, Institute, or the Boulder Campus Libraries. Four of the at-large seats shall be reserved for Teaching/Clinical faculty, but no more than seven shall be held by Teaching/Clinical faculty. No more than three members from any type of recognized academic unit may serve at one time as at-large representatives to the Assembly.
- e) Two retired faculty members shall be elected for three-year terms by and from the CU Retired Faculty Association.
- f) No more than three members from any type of recognized academic unit beyond those assigned in Article I, Section 1(b) of these standing rules may serve at one time as elected representatives to the Assembly. Exception: four faculty from a single recognized academic unit beyond those assigned in Article I, Section 1(b) of these standing rules may serve at one time as elected representatives when the Chair-Elect, Chair, or Immediate Past Chair is a member of that unit. The Chair-Elect, Chair, and Immediate Past Chair must reside in distinct units.

## **Section 2**

[No Standing Rules exist for this Section]

## **Section 3**

For determination of quorum, at the start of each academic year the working Assembly membership shall be established by a simple count of named and recognized Traditional and Other Unit representatives.

## **Section 4**

If the department or unit in which a candidate for Chair-elect resides believes it would face a hardship by having to select another member of that department or unit to be a representative of the BFA, it may petition the Executive Committee at least a week prior to the election for Chair-elect to ask that, if elected, this candidate be allowed to continue to serve as that department's or unit's representative. The Executive Committee may approve such a petition with a majority vote.

## **Section 5**

[No Standing Rules exist for this Section]

## **Section 6**

[No Standing Rules exist for this Section]

## **Section 7**

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.

## **Article II. Elections**

### **Section 1**

[No Standing Rules exist for this Section]

### **Section 2**

There are multiple BFA elections that occur throughout the year. Each type of election is addressed in the following guidelines.

#### **BFA Traditional and Other Unit Representatives**

- a) The BFA Coordinator is responsible for creating and updating a list of terms of office of all current BFA academic unit representatives. By the end of February, the Coordinator will send one of two “BFA representative status” emails to all recognized academic units. The first email confirms that their representative’s term is expiring June 30 and that the unit needs to find a replacement, or select the same representative. The second email asks that units confirm by the end of March that their representative will serve the remaining portion of his or her term of office, in which case no further action is required.
- b) Selection of representatives from individual Traditional Units and Other Units 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 Coordinator of the assembly no later than the end of April.

#### **BFA At-Large Seats**

- a) a) All procedures relating to the election of Faculty Senate members to a BFA At-large seat shall be supervised by the BFA Bylaws and Elections Committee, and shall be conducted by the Parliamentarian & Chair of Bylaws and Elections.
- b) By the end of February, the Parliamentarian & Chair of Bylaws and Elections and the Coordinator will have worked together to create and verify a list of BFA At-Large members whose terms expire June 30 of that year.
- c) In consultation with the Bylaws and Elections Committee, the Parliamentarian & Chair of Bylaws and Elections shall solicit nominations from the Faculty Senate for upcoming vacancies in BFA At-large positions. The Parliamentarian & Chair of Bylaws and Elections shall review the nominations and conduct the balloting for the vacant At-large positions. Only Faculty Senate members may nominate another Faculty Senate member, be nominated, self-nominate, or vote for vacant BFA At-large seats.
- d) Nominations for At-large seats may be made via a nominating (email) letter to the Parliamentarian & Chair of Bylaws and Elections. The nominating letter must be signed by one or more members of the Faculty Senate. The nominee must also sign the nominating letter, or provide a separate (email) letter, indicating his or her agreement to accept the position if elected.
- e) The nomination and election process for vacant BFA At-large seats should be completed by the end of March.
- f) The election ballot shall list the nominees for At-large positions on the Assembly in alphabetical order in even-numbered years and in reverse alphabetical order in odd-numbered years. The ballot shall also list

the recognized academic unit with which the nominee is affiliated, and the name(s) of the nominator(s), or indicate self-nomination status.

- g) The vote shall be conducted by anonymous electronic ballot. (Currently, this is the Qualtrics platform.)
- h) If the Senate is voting to fill “n” vacant BFA At-large positions, each voter may cast a single vote for no more than “n” nominees on the ballot to fill the vacant positions.
- i) If a vacancy occurs for a BFA At-Large seat, the Executive Committee, upon consultation with the Bylaws and Elections Committee, may determine whether the vacancy should be filled for the remaining period of the vacancy. If it so chooses, the Executive Committee may implement such procedures as it deems appropriate to nominate one or more qualifying members of the Faculty Senate for the position. The Executive Committee will then determine the details of, and conduct, an election to fill the vacancy.

#### **BFA Officer and Executive Committee At-Large Seats**

- a) All procedures relating to the election of BFA Officers, and BFA Executive Committee At-large seats, shall be supervised by the BFA Bylaws and Elections Committee, and shall be conducted by the Parliamentarian & Chair of Bylaws and Elections.
- b) In consultation with the Bylaws and Elections Committee, the Parliamentarian & Chair of Bylaws and Elections shall solicit nominations from the current BFA members for upcoming vacant Officer and Executive Committee At-large seats. The Parliamentarian & Chair of Bylaws and Elections shall review the nominations and conduct the balloting for the seats. Only current BFA members may nominate other BFA members, be nominated, self-nominate, or vote for vacant BFA Officers or Executive Committee At-large seats.
- c) Nominations may be made via a nominating (email) letter to the Parliamentarian & Chair of Bylaws and Elections. The nominating letter must be signed by one or more current members of the BFA. The nominee must also sign the nominating letter, or provide a separate (email) letter, indicating his or her agreement to accept the position if elected.
- d) The nomination process shall be completed two weeks prior to the election.
- e) The election ballot shall state the nominee’s name, list the current BFA seat held by the nominee, and the name(s) of the nominator(s), or indicate self-nomination status.
- f) The BFA officer and Executive Committee At-large elections shall be conducted during the last Assembly meeting of the spring semester. Normally, anonymous paper ballots will be used. However, for uncontested elections for Officer or Executive At-large seats, BFA members may move to vote by acclamation.
- g) If vacancies still remain for BFA Officers or Executive Committee At-Large seats, the Executive Committee, upon consultation with the Bylaws and Elections Committee, may determine whether the vacancy should be filled for the remaining period of the vacancy. If it so chooses, the Executive Committee may implement such procedures as it deems appropriate to nominate one or more qualifying members of the BFA for the position. The Executive Committee will then determine the details of, and conduct, an election to fill the vacancy.

#### **BFA Standing Committee Seats**

The election to populate BFA Standing Committee seats is conducted in two parts, or stages, at the start of

the fall semester. The first stage is an internal nomination and election of BFA members to fill vacant Standing Committee seats with BFA members. The second stage is an internal election to fill any remaining Standing Committee seats with an external nomination call to members from the Faculty Senate.

- a) All procedures relating to the election of BFA standing committee seats shall be supervised by the BFA Bylaws and Elections Committee and shall be conducted by the Parliamentarian & Chair of Bylaws and Elections.
- b) Two weeks prior the start of the fall semester, in consultation with the Bylaws and Elections Committee, the Parliamentarian & Chair of Bylaws and Elections shall solicit nominations from the current BFA members for upcoming vacant Standing Committee seats. The Parliamentarian & Chair of Bylaws and Elections shall review these nominations and conduct the balloting for the seats. For this first stage election, only current BFA members may nominate other BFA members, be nominated, self-nominate, or vote to fill the vacant BFA Standing Committee seats.

- c) Nominations may be made via a nominating (email) letter to the Parliamentarian & Chair of Bylaws and Elections. The nominating (email) letter must be signed by one or more current members of the BFA. The nominee must also sign the nominating letter, or provide a separate (email) letter, indicating his or her agreement to serve on the committee if elected. The first stage nomination window shall close at the start of the fall semester.
- d) The first stage internal Standing Committee seat ballot shall state the nominee's name, list the current BFA seat held by the nominee, and the name(s) of the nominator(s), or indicate self-nomination status.
- e) The first stage internal electronic election process shall be completed by the end of the first week of the fall semester.
- f) The Parliamentarian & Chair of Bylaws and Elections, in conjunction with the BFA Coordinator and the Bylaws and Elections Committee shall then determine by the end of the first week of the fall semester which BFA Standing Committee seats are still vacant. If necessary, the Parliamentarian & Chair of Bylaws and Elections will immediately initiate the second stage of the election.
- g) The Parliamentarian & Chair of Bylaws and Elections and Assembly Coordinator shall send out a second stage nomination call to the Faculty Senate for nominations to any remaining vacant Standing Committee seats. Any Faculty Senate member may nominate, be nominated, or self-nominate for these seats. The nomination window for these seats will close after one week.
- h) BFA members will vote electronically by the end of the second week of the fall semester to fill the remaining vacant committee seats from the list of Faculty Senate nominees.
- i) If vacancies still remain for BFA Standing Committees, the Executive Committee, upon consultation with the Nominations and Elections Committee, may determine whether the vacancy should be filled for the remaining period of the vacancy. If it so chooses, the Executive Committee may implement such procedures as it deems appropriate to nominate one or more qualifying members of the BFA or the Faculty Senate for the position(s). The Executive Committee will then determine the details of, and conduct, an election to fill the vacancy.

### **Section 3**

[No Standing Rules exist for this Section]

### **Section 4**

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. 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 on any standing and special committees of the Assembly on which they currently maintain a seat. The newly elected officers of the Assembly are expected to attend all meetings of the Assembly following their election.

### **Section 5**

[No Standing Rules exist for this Section]

## **Article III. Office and Executive Committee Members at Large**

### **Section 1**

The Officers of the Assembly shall be the Chair-Elect, Chair, Immediate Past Chair, Parliamentarian and Chair of the Bylaws & Elections Committee, and the Shared Faculty Governance Advisor. Nominees for Chair-Elect must have served at least four of the previous five years as a member of the BFA contiguous with the time of their nomination, or other relevant recent experience such as leadership in other faculty governance positions as approved by a two thirds majority of the Executive Committee. There shall also be two Executive Committee Members-at-Large, and upon initial election each serves a term of three years. The Officers and the Executive Committee Members-at-Large shall be elected by the current voting members of the Assembly in an open meeting as provided in the Standing Rules

### **Section 2**

[No Standing Rules exist for this Section]

### **Section 3**

[No Standing Rules exist for this Section]

### **Section 4**

[No Standing Rules exist for this Section]

### **Section 5**

Officers of the Assembly and Executive Committee Members-at-Large shall have the duties as described below.

- a) Chair: The Chair is the spokesperson for the BFA. The Chair shall serve as liaison to appropriate campus and system groups. In addition, the duties of the Chair include but are not limited to the following:
  - 1. act as chief administrative officer and head of the Boulder Faculty Assembly;
  - 2. exercise supervision over the organization and its activities;
  - 3. represent and speak for the organization;
  - 4. meet with the Chancellor on a regular basis, at least three times per semester and twice in the summer;
  - 5. meet with the Provost and Academic Affairs Administration at least once per month;
  - 6. preside at business meetings;

7. preside at meetings of the Executive Committee;
8. refer matters to standing and ad-hoc committees for consideration;
9. sign letters or documents necessary to carry out the will of the Assembly; and
10. appoint, in consultation with the Executive Committee, a Parliamentarian from the membership of the Assembly to act as an advisor to the presiding officer during Assembly meetings.
11. In collaboration with the Immediate Past Chair, coordinate a new committee chairs' orientation event at the beginning of the academic year

b) Chair-Elect: The Chair-Elect will assume the duties and responsibilities of the Chair in the case of absence or incapacity. The Chair-Elect's responsibilities include but are not limited to the following:

1. work closely with the current Chair to understand the responsibilities and operations of the Chair position, ensuring a smooth and peaceful transition of leadership;
2. support the Chair in executing their duties, including attending meetings, helping coordinate initiatives, and representing BFA in the Chair's absence;
3. chair the annual Boulder Faculty Senate meeting;
4. join the Chair for meetings with the Chancellor at least twice before transfer of leadership;
5. join the Chair for meetings with the Provost from start of spring semester through June 30th;
6. chair or co-chair committees, task forces, or special projects as assigned by the Chair or BFA;
7. serve on Bylaws and Elections Committee;
8. serve as a Boulder campus representative to Faculty Council;
9. engage in professional development activities to enhance leadership skills and knowledge relevant to the role and responsibilities of the Chair;
10. develop and implement succession planning strategies to ensure the long-term leadership and sustainability of BFA; and
11. at the end of the Chair-Elect's term, they shall automatically assume the position of Chair for the subsequent term, subject to the approval of BFA if required by circumstances specified in the Standing Rules.

c) Immediate Past Chair will assume the duties and responsibilities of the Chair in the case of absence or incapacity of both Chair and Chair-Elect. The Immediate Past Chair's responsibilities include but are not limited to the following:

1. serve as a voting Member of ExCom for a period of one year;
2. serve on the Bylaws and Elections Committee;

3. be available for consultation with Chair, Chair-Elect, and BFA Coordinator; and
4. in collaboration with the Chair, coordinate a new committee chairs' orientation event at the beginning of the academic year

## **BFA Parliamentarian & Chair of Bylaws and Elections**

The duties of this BFA officer position include but are not limited to the following:

1. Chair the Bylaws & Elections Committee;
2. Oversight all BFA Bylaws and Standing Rules revisions and ensure the BFA website has the most current versions clearly posted at the start of each academic year;
3. Oversight of all BFA motions and resolutions including archival and posting on the BFA website. This includes creating resolutions and motions on behalf of the BFA Officers and Bylaws and Elections Committee as well as advise standing committee chairs regarding the committee resolutions/motions
4. Oversight of Assembly and BFA standing committee membership rosters including:
  - a. Maintain the Assembly and Executive Committee Rosters with the assistance of the BFA coordinator;
  - b. In conjunction with the BFA Chair, welcome new BFA representatives and explain their role in the Assembly
  - c. Maintain BFA standing committee and ad-hoc committee rosters with the assistance of the BFA Coordinator and provide the chairs of said committees with membership rosters at the start of fall and spring semesters
  - d. Oversee email listservs for all BFA groups with assistance of the BFA coordinator
5. Oversee and manage all BFA elections processes including:
  - a. compile list of faculty senate members for fall and spring semesters
  - b. set election dates for fall, spring, and May officer elections
  - c. review and announce seat vacancies for fall, spring, and officer elections
  - d. include Boulder seat vacancies for CU system faculty council committees during BFA fall elections
  - e. oversee the voting mechanism software and election results for each election
  - f. ensure the BFA elections webpage has updated election information, dates, nomination statements, and election results.
  - g. welcome new BFA standing committee members and explain their role on said committees.
6. Oversee Excellence Awards nominee eligibility and packet verification in conjunction with the BFA shared faculty governance advisor and the BFA coordinator

## **.Section 6**

UCB Faculty Shared Governance Advisor

### **Responsibilities**

Advise BFA Chair & Officers on strategic planning; help with meeting topic planning

Be knowledgeable on matters that have to do with the Boulder Faculty Senate Constitution, BFA Bylaws, and BFA Standing Rules; the CU Faculty Senate Constitution and relevant Regent Law & Policy (i.e., Article 5, etc.)

Collaborate with the BFA Chair on communications to the BFA and UCB Faculty Senate

Keep BFA Chair apprised of system and Board of Regents' business impacting Boulder faculty

Coordinate with BFA Chair and advise in the oversight of BFA budget and budget management as well as Excellence Awards processes

Attend BFA Executive and Assembly meetings as a voting member

Serve as a Boulder campus representative on CU Faculty Council

Serve on BFA Bylaws and Elections Committee

Serve as contact point for campus college and school shared governance groups

#### **Term and Required Qualifications**

- 3-year term with option to run for a second term
- Position is open to tenure-track and teaching professors at rank of associate or higher
- Member of the Boulder Faculty Senate – 5 years minimum
- Minimum of 3 years' service on BFA or on a BFA standing committee

#### **Preferred Qualifications**

- Has been a Boulder Faculty Senate member for 10 years or more
- Has served on a campus faculty council and/or system faculty council
- Has served as a department chair or associate chair, associate dean, program/center director, etc. or equivalent relevant experience (including but not limited to budgetary, staff, and faculty oversight; curriculum approval; lab and/or research grant oversight; etc.)

## **Article IV. Executive Committee**

[No Standing Rules exist for this Section]

## **Article V. 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, three-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.
- d) Each committee shall elect a chair for the next Senate year no later than the last committee meeting of the Spring semester.
- e) Committees may replace their chair for the remainder of the Senate year at any time by a majority vote of the committee.
- f) BFA officers and Executive Committee members at-large shall be elected from the membership of the Assembly at the last meeting of the Spring semester. Officers must be members of the Faculty Senate

holding no administrative appointment above the level of department chair, division chair, division director, and institute/center director. Terms of office commence July 1st and run in increments of two calendar years, and are eligible for a second term of one additional year.

## **Section 2**

Committee charges for Assembly standing committees are as follows:

a) Academic Affairs Committee

The Academic Affairs Committee shall concern itself with matters of program review, academic policy, and campus-wide curricula. The committee shall maintain non-voting resource members from the Office of Undergraduate Education, the Office of Faculty Affairs, the Office of Academic Affairs, and the Office of the Registrar. The committee may choose additional members, subject to approval by the Executive Committee, to ensure sufficient and diverse membership to address specific issues and concerns as they arise. The committee is currently working on issues such as accreditation, micro-credentials, and implementing the common curriculum, and will work constructively alongside existing campus-level discussions on AI, teaching loads, and the classroom experience for teachers and students. Academic Technologies Committee

b) Academic Technologies Committee

The Academic Technologies Committee (ATC) shall be responsible for:

- assessing campus academic technology needs to ensure that technologies effectively meet goals in teaching, research and service.
- addressing the ethical, equitable, accessible, and secure use of academic technologies, including data management and privacy issues.
- working with relevant campus groups and stakeholders to coordinate faculty input on academic technologies and support faculty ownership of the curriculum.

### **Membership**

The Academic Technologies Committee shall have eight elected faculty as described in the BFA Standing Rules Article V.; Section 1; Article c on Committees. The committee may choose additional members, subject to approval by the Executive Committee, to ensure sufficient membership to address specific issues and concerns as they arise. Appointed non-voting members shall include administration liaisons, faculty resource members, and students.

Campus administration liaisons (or their designees) shall include but not be limited to the Office of Information Technology, Arts and Sciences Support of Education through Technology (ASSETT), and the Digital Accessibility Office; additionally administrative liaisons (or their designees) from the offices of the Senior Vice Provost for Online Education, Office of the Registrar, Executive Director and Assistant Vice Provost for Academic and Learning Initiatives, the Dean of Continuing Education, and Director of the Center for Teaching and Learning or their designees.

Additionally, ATC members may serve on advisory panels to the Office of Information Technology, the Center for Teaching & Learning, and other entities as they impact faculty academic and research goals.

#### c) Administrator Appraisal Committee

The Administrator Appraisal Committee (AAPC) shall oversee the BFA faculty evaluation of administrators, update or modify the evaluation questions and procedures in accordance with the faculty and evaluatees' feedback, keep current the list of administrators to be appraised, and report results to the relevant faculty and supervising administrators.

The committee shall be composed of four elected faculty members and include representation from the campus schools and colleges. The committee may choose additional members, subject to approval by the Executive Committee, to ensure sufficient and diverse membership to address specific issues and concerns as they arise. The committee chair may also select one to two retired faculty members for a one-year non-voting faculty resource member role.

#### d) Budget and Planning Committee

##### Overview and Charge

The committee shall maintain a broad focus on education, faculty direction, and on conveying information and ideas from faculty to the Administration in areas such as budget and finance, academic resource management, faculty compensation, space use (in particular academic buildings and research infrastructure), graduate student support, as well as reviewing special academic programs that require budget allocation and are considered beneficial to the campus by the BFA. The BPC shall also regularly query and educate faculty on committee practices and needs, providing best practices and advice for faculty concerns as they relate to budget, finance, and resources.

Additionally, the committee shall focus on the following items during the listed timelines at a minimum and more frequently as deemed appropriate by the committee:

- Review the Campus Budget model every 5 years or on the campus timeline and provide feedback to the Administration. • Focus on the use of General Funds and reserves for items important to faculty.
- Review the Campus Supplementary Fund allocation model every 3 years and provide faculty feedback to the Administration.
- Review campus budget projections each Spring semester, Census, and True-up Fall semester.

At the start of each academic year, the committee shall outline the planned committee work based on the above to the BFA Chair/Officers and the Executive Committee and schedule updates for both groups on this work. The BFA Chair/Officers may also assign additional relevant issues based on current campus issues that arise. The BFA Chair/Officers shall ensure the BPC Chair is a member of ARMAC and provides the BFA with updates on ARMAC decisions once a semester.

As part of long-term efforts by the committee, BPC shall:

- Address faculty concerns about the Administration's responsiveness to faculty governance input on budget issues
- Seek a more determinative role for faculty in some budget decisions
- Improve the committee's focus, preparation, and effectiveness on key areas

##### Membership

The committee shall consist of a minimum of five and maximum of eight faculty senate members. At least two

members shall be BFA representatives. Seats are for one 3-year term. Membership shall be inclusive of all colleges/schools and ranks in order to represent a campus-wide perspective. It is preferred that members have experience in one or more of the following areas on campus:

- Large grant management (e.g. sciences) or small grant management (e.g. humanities, social sciences)
- Budget management within a unit, college, or school, or lab
- Have served on a unit's salary committee
- Have served as a center director, department chair or a former dean
- Research in financial economics, business law, organizational/business ethics, or human resource management

Additionally, the committee shall maintain non-voting administration liaison members from the campus' Budget & Fiscal Planning office and from Academic Resource Management under Academic Affairs. The committee may choose additional members, subject to approval by the Executive Committee, to ensure sufficient and diverse membership to address specific issues and concerns as they arise. There shall be nonvoting seats for campus faculty council budget committee chairs (such as the ASFS budget committee) and a Boulder member of the CU Faculty Council Budget & Finance committee.

Member duties and responsibilities:

- Must be willing to undergo yearly training on the campus budget and planning
- Take part in a one-hour training on the Budget model, upcoming changes, and academic resource planning at the start of the academic year.

e) Bylaws and Elections Committee

The Bylaws and Elections 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 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.

In addition to its oversight of the Bylaws and Standing Rules of the Boulder Faculty Assembly, the Bylaws and Elections Committee shall also supervise the conduct of the nominations and elections of the members of the Assembly, its Officers, and Standing 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 Boulder Faculty Senate at least every ten years.

The Bylaws and Elections Committee shall be chaired by the Parliamentarian and Bylaws and Elections Committee Chair, and its membership shall include the current Chair-Elect, the Immediate Past Chair, the two At-Large Members of the Executive Committee, and three members elected from the membership of the

Assembly. Of the three elected Assembly members, consideration should be given to the ideal that there be at least one A&S representative and at least one non-A&S representative.

f) Campus Operations & Resources Committee

The Campus Operations & Resources Committee shall represent faculty concerns in key campus operational areas in Strategic Resources & Services (SRS) that do not fall under academic affairs. The committee will provide faculty input on relevant issues and projects with a goal of increasing communication and relations between faculty and campus operations. These areas include, but are not limited to, the following units:

- Campus Infrastructure
- Communication/Strategic Relations
- Enrollment Management
- Finance & Business Strategy
- Health & Wellness Services
- Human Resources
- Information Technology
- OIEC/Title IX
- Public Safety

The committee will work with the SRS division leaders or their designee in the areas listed above. The committee chair will coordinate with the COO, or their designee to determine the specific topics and projects from Strategic Resources and Support (SRS) that may benefit from input from faculty as campus employees and stakeholders. The committee chair will also attend the monthly AVC COO meetings either along with the BFA chair or as the BFA representative when the BFA chair cannot attend.

The committee shall consist of eight elected faculty members with a vote per BFA Bylaws guidelines as well as any additional faculty as deemed necessary by the committee chair for campus representation. The committee chair will also coordinate with the SRS divisional leaders who will be welcome and encouraged to attend meetings as it pertains to their area. Campus shared governance representatives from CUSG, GPSG, and Staff Council will also have non-voting seats. The committee shall meet at least four times a semester but will adjust the schedule and frequency based on topics/issues/projects that arise and require faculty attention.

Faculty input to be provided in specific SRS areas include:

- Campus Infrastructure – provide input as needed for units under Infrastructure and Sustainability for projects and issues that may impact faculty. Items might include: transportation between east and main campus, parking permits, building safety, campus master plans, and space allocation, etc.
- Communication/Strategic Relations – provide input on communications initiatives to ensure effective engagement on campus issues with the Boulder faculty senate. This may include coordination with BFA communication channels as well.
- Enrollment Management – campus undergraduate and graduate student enrollment initiatives, objectives, and goals as needed

- Finance & Business Strategy – due to crossover with the BFA Budget & Planning committee this committee will be utilized as requested.
- Health & Wellness Services – collaborate with offices in this unit to explore campus programs and initiatives regarding programs specific to the health & wellness of the faculty role in teaching and mentoring students.
- Human Resources – serve as resource to campus HR to ensure that issues or initiatives (at a campus or system level) that impact faculty as employees receive early input and communication including via BFA channels as needed.
- Information Technology – provide input and communication guidance for IT projects/initiatives that impact faculty as employees. All academic technology issues will be addressed with the BFA Academic Technologies & Services Committee, however the chairs of these committees will work in tandem with IT leadership to review issues as needed.
- OIEC/Title IX – serve as a resource to this office for items involving faculty as CU employees. Items that impact faculty in their roles as instructors, mentors, or researchers will be addressed by the appropriate BFA faculty, student, or academic affairs committee.
- Public Safety – serve as the designated faculty governance body to coordinate and provide input on areas impacting faculty. Examples include: building and lab safety after hours, classroom lockdown procedures, etc.

#### g) Diversity, Equity, Inclusion Committee

##### Charge

A diversity, equity, inclusion agenda is grounded in the understanding that U.S. society is stratified and thus, peoples excluded from power continue to experience structural inequities in the workplace. The BFA Diversity, Equity, Inclusion Committee addresses issues affecting historically excluded faculty of protected classes. Our work promotes inclusive excellence, in other words the many strategies that enable each faculty member to thrive despite continued forms of structural inequity that may prevent them from being a valued and included member of the institutional body. Our mission is to help facilitate equitable access to educational opportunities, fostering an inclusive campus culture, and addressing issues of diversity, equity, and inclusion in curriculum, faculty recruitment, hiring, pay equity and retention, sustainability, and health and wellness.

##### Membership

The BFA Diversity Equity Inclusion Committee shall be composed of eight elected faculty including two BFA representatives from any college/school, three faculty from Arts & Sciences (preferably from all three divisions) and three faculty from non-Arts and Sciences units. The committee may also choose additional members, subject to approval by the BFA Executive Committee, to ensure sufficient and diverse membership. The committee chair may also select resource members with a non-voting one-year term that can include retired faculty, research faculty, staff, and students. Administration and campus shared governance liaisons should include representatives from the campus Diversity, Equity, and Inclusion office, directors of college/school Diversity Equity Inclusion programs, chairs of college/school faculty shared governance Diversity Equity Inclusion committees, and representatives from other campus shared governance Diversity Equity Inclusion committees such as CUSG, GPSG, and Staff Council.

##### Guiding Principles of the BFA Diversity, Equity, and Inclusion Committee

Diversity, Equity, and Inclusion (DEI) means building a campus environment where all individuals, regardless

of their background, feel valued, respected, and empowered to thrive. Diversity refers to the variety of identities, experiences, and perspectives that enrich the community, including race, ethnicity, ancestry/national origin, caste, gender, gender identity, sexual orientation, ability, age, dimensions of difference both visible and non-visible, and protected classes recognized by OIEC. Equity means creating fair opportunities and outcomes for everyone, ensuring that all students, faculty, and staff have access to the resources and support they need to succeed. Inclusion means cultivating a welcoming, supportive campus culture where every individual belongs, is respected, valued, and knows that their work matters, while actively engaging with diverse perspectives and challenging inequity. CU Boulder's DEI efforts acknowledge institutionalized inequities and aim to dismantle systemic barriers, enhance representation, and promote social justice across all areas of university life.

h) Faculty Affairs Committee

Charge & Proposed Committee Focus

The Faculty Affairs Committee (FAC) shall address matters of faculty responsibilities and rights in teaching, research, and service. In particular, it shall periodically review existing (or proposed) policies and practices that impact faculty research, teaching, and service and will provide perspectives to the Assembly.

For example, the Committee shall be consulted in regard to any changes to the comprehensive and continuing system used to evaluate and compensate faculty while at the same time giving proper protection to the rights of individuals. As another example, the Committee shall periodically work with the Grievance Advisory Committee to review the Professional Rights and Responsibilities of Faculty Members (PRR) and recommend to the Assembly appropriate revisions. Additionally, the FAC shall periodically work with the Teaching Faculty Advisory Committee (TFAC) on matters of interest that concern both branches of the core faculty and, if needed, may consult the Budget and Planning Committee on matters related to compensation.

Membership

The Faculty Affairs Committee shall be composed of eight faculty members who are entitled to vote on committee matters. This includes two BFA representatives from any college or school; three faculty senate members from Arts & Sciences, and three faculty senate members from Other Units (Non-A&S – these include: Engineering, Business, CMCI, Education, Law, Libraries, and Music). Ideally membership will reflect representation across the various Colleges and Schools within the University. The Committee may invite non-voting resource members with expertise pertaining to the Committee's charge as necessary.

i) Intercollegiate Athletics Committee

The Intercollegiate Athletics Committee shall monitor all aspects of the Intercollegiate Athletics Department as they relate to both the academic mission of the Boulder Campus and student-athlete well-being and makes recommendations for improvements to both campus and athletic programs and policies. The committee will prioritize advancing diversity, equity, and inclusion efforts on campus as they relate to intercollegiate athletics. The Committee shall have as (non-voting) ex-officio members: the Faculty Athletics Representative to the Big 12 Conference and the NCAA, the campus representative to the Coalition on Intercollegiate Athletics (COIA), the Athletic Director and/or Deputy Athletic Director, the Senior Woman Administrator, the Herbst Academic Center Director of Academics, and the Director of Athletic Compliance (or their designees). 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 any active campus athletics board. The committee may choose additional members, subject to approval by the Executive Committee, to ensure sufficient and diverse membership to address specific issues and concerns as they arise.

j) Libraries, Academic Materials, and Publication Committee

The Libraries, Academic Materials, and Publication (LAMP) Committee represents the views of faculty members concerning the acquisition, storage, and provision of unique collections and scholarly materials; issues related to scholarly communication, education materials, and open scholarship; and the support of student success through information literacy teaching, research, and student study spaces and related services. The committee also advocates for a commitment to diversity, equity, and inclusion in libraries, academic materials, and publication.

Some key terms are defined below:

- **Unique collections** are the distinctive University holdings of scientific, historical, artistic, or cultural importance collected in support of its teaching and research mission and held by units across campus including the University Libraries' Rare and Distinctive Collections, the CU Art Museum collections, and the CU Natural History Museum collections.
- **Scholarly Materials** are the journals, databases, eBooks/books, streaming video, among many other formats of information that the library acquires and makes available for research and teaching.
- **Scholarly communication**, in which creative works, research and other scholarly writings are created, evaluated for quality, disseminated to the scholarly community, and preserved for future use. In short, how faculty communicate and disseminate their work. Examples include peer reviewed articles, white papers, conference posters, monographs.
- **Education materials**, in partnership with the CU Bookstore, are virtual or physical items and media that enhance student learning and understanding of a subject area. Examples include textbooks, course packs, lab books, and software/apps.
- **Open scholarship** encompasses open practices in academia including open access, open data, and open educational resources. Open practices of knowledge creation and dissemination focus on increasing inclusion, social impact, and participation (UBC).
- **Information literacy** is the set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning (ACRL, 2015).

#### Committee Membership

The Libraries, Academic Materials, and Publication Committee shall have eight elected faculty as described in the BFA Standing Rules Article V.; Section 1; Article c on Committees. The committee may choose additional members, subject to approval by the Executive Committee, to ensure sufficient membership to address specific issues and concerns as they arise. Appointed non-voting members shall include administration liaisons, faculty resource members, and students. Campus administration liaisons (or their designees) shall include but not be limited to the: Dean of Libraries, Law Library Director, CU Bookstore Director, Campus Registrar, and representatives from the C.U. Natural History Museum and the C.U. Art Museum. Other administration liaison members may be added at the discretion of the committee chair. The committee chair may appoint up to two faculty, active or retired, in a Faculty Resource member seat with a one-year term. The committee may approve up to three student members annually who shall be selected from CU student government bodies (undergraduate and graduate), and campus Libraries or Museums student employees.

#### Voting Members elected by Assembly:

- 2 BFA Representative seats (A&S or Non-A&S)

- 3 Arts & Sciences Faculty seats
- 3 Non-Arts & Sciences Faculty seats
- Additional faculty as recommended by the Committee and approved by the Executive Committee

#### k) Student Affairs Committee

The Student Affairs Committee seeks to identify and remove impediments to the success and well-being of all students at the University of Colorado Boulder, to foster a sense of belonging among CU students and to encourage their involvement in and commitment to our campus community, to promote faculty accountability for the development and welfare of our students, and to create partnerships with key administrative, faculty, and student stakeholders on campus and to work collaboratively across lines of difference to institute meaningful reform.

To these ends, the Student Affairs Committee champions the collective interests, rights, and welfare of all CU-Boulder students—striving to enhance all aspects of the undergraduate and graduate experience, and to promote the academic success and the personal and professional development of our students.

Accordingly, the issues that fall within the purview of SAC are quite broad, not the least of which include

- ensuring safe and respectful learning environments for students,
- supporting efforts toward inclusive excellence and protecting the interests and opportunities of
- underrepresented, minority, and at-risk student populations,
- promoting faculty accountability and best pedagogical practices,
- safeguarding the mental health and wellness of CU students,
- striving to improve career and placement services, and
- working to reduce the financial burdens students bear attending CU and living in the Boulder area.

Given the complexity of these issue-areas, SAC works collaboratively with diverse administrative offices, including the Office of Undergraduate Education, the Division of Student Affairs, the Office of Faculty Affairs, and the Graduate School, as well as myriad faculty, student, and administrative stakeholders—such as the BFA Academic Affairs, Diversity, and Faculty Affairs committees, CUSG and UGGS, and Student Conduct and Conflict Resolution, Disability Services, Health and Wellness Services, and the Graduate Teacher Program.

In addition to elected seats held by its voting members, SAC also consists in faculty resource members and administrative liaisons, who serve invaluable (non-voting) advisory roles. While the involvement of faculty resource members may be more intermittent and temporary, depending on the needs and agenda of SAC, the consistent involvement of administrative liaisons—who bring their expertise and institutional knowledge to bear on the issues SAC engages—is essential to the direction and success of our Committee. Consequently, SAC affords permanent administrative liaison positions to the Office of Undergraduate Education, the Division of Student Affairs, the Office of Faculty Affairs, the Graduate School, Disability Services, Health and Wellness Services, University of Colorado Student Government, and United Government of Graduate Students. This list of relevant stakeholders, which SAC should seek the consistent involvement of, is not exhaustive and should be regularly augmented to include those offices and organizations that would better enable SAC to serve its

purpose

l) Teaching Faculty Affairs Committee

Guiding Principles

The Teaching Faculty Affairs Committee (TFAC) operates according to the principles of inclusivity, equity, and sustainability. The committee advocates for the inclusion of all teaching faculty as core faculty, with rights, responsibilities, and compensation that is commensurate with their contribution to the university's mission statement and their individual unit's needs and sustainable practices that support the long-term well-being of the University, our community, and the planet.

Charge & Proposed Committee Focus

Within this context, TFAC shall consider issues pertaining to teaching faculty (and where appropriate, lecturers), including but not limited to the quality and content of student education, the University's mission to deliver excellent graduate and undergraduate education, and teaching faculty career matters. This specifically includes matters of equity and policy in compensation, benefits, leave, workload, performance review, promotion, contract renewal, participation in university and department governance, and intellectual freedom. TFAC also keeps apprised of University of Colorado system and campus policies relating to the professional responsibilities and treatment of teaching faculty, acts as a clearinghouse for suggestions and concerns for teaching faculty matters, and collaborates with departments and administrators to identify and promote best practices around teaching faculty equitable treatment and well-being.

The TFAC Committee shall periodically work with the Faculty Affairs Committee to discuss matters of interest that concern both branches of the core faculty.

Membership

The Teaching Faculty Affairs Committee shall be composed of eight faculty members who are entitled to vote on committee matters. The committee shall include at least four BFA members, a minimum of four teaching faculty from different disciplines holding the rank of assistant, associate, or full teaching professor, and at least two tenured or tenure-track faculty. Ideally membership will reflect representation across the various Colleges and Schools within the University. The Committee may invite non-voting resource members with expertise pertaining to the Committee's charge as necessary.

m) Grievance Advisory Committee

The Grievance Advisory Committee shall be composed of four to seven faculty members and include a diversity of rank (tenured, tenure-track, and non-tenure track faculty) as well as representation from the campus schools and colleges. The committee may choose additional members, subject to approval by the Executive Committee, to ensure sufficient and diverse membership to address specific issues and concerns as they arise. The committee chair may also select one to two retired faculty members for a one-year non-voting faculty resource member role.

The Committee shall recruit, train, and supervise a roster of BFA Advisors available to assist faculty members in the grievance process. BFA Advisors may provide information to faculty members on the appropriate venue and procedure for hearing a grievance, on requirements for initiating or responding to a grievance, and on resolving concerns informally. At the request of a faculty member, a BFA Advisor can also serve as the "third

party advisor” authorized by part IV.C.4.c of the CU Boulder “Professional Rights and Responsibilities of Faculty Members” (PRR) to accompany the faculty member to a meeting with a Supervising Administrator.

Advisors shall report back to the Committee so that it can monitor campus grievance processes ensuring that procedures are followed in a timely manner and publish aggregate data on campus grievances. When it believes that changes to established procedures are necessary, the Committee shall make recommendations to the BFA.

When requested by a faculty member pursuant to part IV.E.3.c of the PRR, the Committee shall review the faculty member’s appeal and advise the Reviewing Administrator as described in that part.

#### n) Climate Science & Education Committee

This committee supports faculty efforts regarding the causes and consequences of our changing climate. The focus of the committee is to initiate and support solutions aimed at reducing CU Boulder’s carbon footprint through science, research, and education. The committee works with CU administration in the following areas: Facilities Management Sustainability office, Parking & Transportation, Environmental Health & Safety, and Housing & Dining Services. Additionally, members from CU student environmental groups sit on the 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**

- a) The regular meetings of the Assembly will be held at 4:00pm on the first Thursdays of the month during the academic year, with exceptions to this rule approved at least one month in advance to avoid assembly meetings during the first week of the semester or other reasons approved by the Executive Committee.

Special meetings may be held on urgent topics if recommended by the Executive Committee, or if called by at least five members of the Assembly. Only those urgent topics may be discussed at the special meeting.

If five or more members of the Assembly call for a special meeting during an Assembly meeting or by contacting the chair of the BFA, the proposal will be voted upon by the Assembly either in the meeting where it is called or by electronic vote within 5 business days. Upon approval by a majority of the Assembly quorum, the meeting will be scheduled by the BFA Chair to be held within one week. Special meetings will be held remotely.

- b) 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.

### **Section 2**

- a) Meetings of the assembly are open to all members of the Senate who are not members of the Assembly, and they may speak on matters of interest when requested to do so by the Chair, or by vote 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) Designated liaisons from the campus administration are invited to attend meetings of the Assembly, and may speak on matters of interest when requested to do so by the Chair, or by vote of the Assembly.
- d) The Chair of the Arts & Sciences Council, and Chairs of other campus faculty governance councils, are invited to attend meetings of the Assembly, and may speak on matters of interest to their respective constituencies when requested to do so by the Chair, or by vote of the Assembly.
- e) The Chair of the Staff Council, or a designated representative, 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.
- f) Appointees of the Chair are invited to attend meetings of the Assembly and they may speak according to their role (e.g. Parliamentarian), as requested by the Chair, or by vote of the Assembly.
- g) Meetings of the Assembly are open to observers from the Board of Regents, the campus Office of Strategic Relations or its current equivalent, observers from recognized news media, and other invited guests. The name and affiliation of each observer and guest present shall be announced by

the Chair of the assembly at the beginning of each meeting.

### **Section 3**

- I. The meeting agenda order shall be:
- II. Verify Quorum, Call to Order, Announce Guests
- III. Announce Approval of Minutes of the preceding meeting
- IV. Call for New Notices of Motion
- V. Administrative Reports
- VI. Report of the Executive Committee
- VII. Reports of Standing Committees
- VIII. Reports of Ad Hoc Committees
- IX. Unfinished Business
- X. New Business
- XI. Adjournment

## Section 4

- a) Voting procedures at meetings for business and general issues of interest to the BFA
  - a. Members of the Assembly may not vote by absentee ballot.
  - b. 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.
  - c. A secret written ballot on any issue before the Assembly will be held when requested by three or more voting members present. If approved, the secret ballot will take precedence over a roll call vote.
  - d. In the absence of an approved secret ballot request, a roll call vote on any issue before the Assembly will be held when requested by three or more voting members present.
  - e. 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.
- b) Voting Procedures for Elections Conducted at Assembly Meetings
  - i) Written secret ballots will be used in all elections of officers of the Assembly and in the election of members of committees. The ballots will be distributed to voting members during the meeting, just prior to the election.
  - ii) 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.
  - iii) In voting for committee members and for other similar positions, the nominees with the largest pluralities will be declared elected.

## **Section 5**

### **a) Committee Reports**

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 6**

### **a) Notices of Motion on Matters of New Business**

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

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

[No Standing Rules exist for this Section]

## 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. Adjunct, 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 emeritus. 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.
- Minutes Approval Process - In 2010 the BFA adopted a new procedure for approval of its minutes and those of its Executive Committee: the BFA office is to distribute drafts of minutes via e-mail with a note that recipients should reply within three business days with approval and/or corrections. If there are no substantive corrections, the BFA office is to deem the minutes approved and final and may then distribute the minutes to the campus. See BFA Executive Committee minutes of September 13, 2010, and BFA minutes of October 7, 2010.
- On March 6, 2014, the Assembly passed a new Distribution of Assembly Representation based on the results of the most current census in order to give departments that have grown in size and met the criteria of what it means to be a large department, their own BFA representative. There will now be 35 “Large Departments” represented in the BFA with their own representative and 3 small departments who shall be represented by 1 combined representative. For a complete list of the new breakdown, please click here. <https://www.colorado.edu/bfa/elections/distribution-representation>
- BFA-M-1-20180301: Amendment of BFA Standing Rules concerning election procedures. Previous language changed to bring the Standing Rules and the Bylaws into alignment
- BFA-M-3-040518: Amend the BFA Standing Rules, Article VI. Meetings of the Assembly. Previous language changed to bring the Standing Rules and the Bylaws into alignment.
- BFA-M-1-030118: Amend the BFA Standing Rules, Article II. Elections: Previous language changed to bring the Standing Rules and the Bylaws into alignment.
- BFA-M-1-040419: Amend the BFA Bylaws and Standing Rules to have uniform service intervals for the BFA officers.
- BFA-M-2-033020: Amend the BFA Standing Rules to reflect updated committee charges.
- On April 29<sup>th</sup> 2020, the BFA Climate Science and Education Committee was officially added as a BFA committee.
- BFA-M-1-092722: Changes the name of the Instructor Track Faculty Affairs Committee to the “Teaching Faculty Affairs Committee.”
- BFA-M-1-10.24.22: Changes the name of the Administrative Services & Technology Committee to the “Academic Technology & Services Committee.”
- BFA-M-4-112822: Changes the BFA Standing Rules Regarding At-Large Representative Membership &

## Eligibility

- BFA-M-3-103023: Updated BFA Standing Rules, Article V, Section 1 regarding the selection of committee chairs.
- BFA-M-2-031824.2: Created BFA Campus Operations & Resources committee (CORC).
- BFA-M-5.2-102124: Section 6 of the then current Bylaws were moved to the corresponding section of the BFA Standing Rules, and a revision to the Officer titles and structures was made.
- BFA-M-4-110424: Changes the name of the Academic Technology & Services Committee to the “Academic Technology Committee.”
- BFA-M-3-110424: Changes the name of the Diversity Committee to the “Diversity, Equity, and Inclusion Committee.”
- BFA-M-2-013125: The officer title of Secretary was changed to Parliamentarian & Chair of Bylaws and Elections
- BFA-M-1-013125: Created the BFA Shared Faculty Governance Advisor Seat
- BFA-M-4-022625: Merged BFA Bylaws Committee and the BFA Elections and Nominations Committee into one single committee: the BFA Bylaws and Elections Committee;
- BFA-2025-10-13-2-M: Updated Article VI, Section 1(a).
- BFA 2026-04-2-3-M: Updated Article I Section 1(f), Article I Section 4, Article III Section 1, changed references of “Past Chair” to “Immediate Past Chair,” references to the” Bylaws Committee” or to the “Nominations and Elections Committee” were changed to “Bylaws and Elections Committee,” and removed the Faculty Compensation and Benefits Committee.
- BFA-2026-3-12-4-M: Updated the charge of the Faculty Affairs Committee