



## SBS UNIT BYLAW RECOMMENDATIONS

Unit bylaws, created to express both departmental values and departmental processes, should exist in every SBS unit. Their presence enables consistency in practice and can ensure compliance with University of Arizona and College of Social and Behavioral Sciences policies and practices.

To fully realize the potential that bylaws have to reduce confusion and mitigate ambiguity, the College recommends that all unit bylaws, minimally, contain the following sets of information or considerations (with titles and with a document structure that best meets unit needs). These recommendations were culled entirely from bylaws already in use by units throughout the college, aggregated.

### 1) PREAMBLE

- a. mission & vision (optional)
- b. Purpose of the bylaws
- c. Unit structure (optional, i.e. if there are divisions, etc.)

### 2) DEFINITIONS OF “FACULTY” IN THE DEPARTMENT (ESSENTIAL FOR RIGHTS AND PRIVILEGES SECTION THAT FOLLOWS)

- a. Definitions of “regular” faculty
- b. Status of faculty with shared appointments (both for those with and without a CS/Tenure home in your unit)
- c. Affiliate appointments (aka courtesy appointments)
- d. Career Track (nontenure) appointments
- e. “temporary” appointments (i.e. visiting, adjunct)

*IMPORTANT: Be clear to address TT/CS/CT members of faculty in discussing membership*

### 3) RIGHTS AND PRIVILEGES OF THE SCHOOL FACULTY

- a. Voting rights by type of appointment, whether or not votes are based on majority or quorum, whether or not votes are advisory (say, to the unit head) or determinative (and under what circumstances)
- b. Circumstances under which different populations may vote in unit matters (selection of New Heads/Directors, new Hires, Bylaw approvals/amendments, elections for departmental committees - peer review, 5th Year administrative review, hiring, etc.)
- c. Circumstances under which different populations can serve in the unit (search committees, departmental committees - peer review, 5th Year administrative review, hiring, etc; elected or appointed positions within the unit (i.e. DGS, DUS)
- d. Appointments and Promotions – processes, procedures, protocols



**4) CONDUCT OF, AND GENERAL SCHEDULE OF, DEPARTMENTAL MEETINGS & PROCEDURES**

- a. Notice and agenda, rules of order, definition of quorum, record/minutes
- b. Who attends (by faculty type, and if students/staff also attend)

**5) COMMITTEE STRUCTURES AND RESPONSIBILITIES**

- a. Standing Committees – identify each committee by name, and for each committee, indicate number of participants, whether elected or appointed, who is eligible, length of expected service
- b. Search Committees – grad student participation? Staff/Appointed Professionals participation?  
*Please note that Dean approval is required for all new faculty and new H/D appointments*
- c. Ad Hoc Committees – elected or appointed, terms of appointment (if any)

**6) HEADSHIP SELECTION, APPOINTMENT AND RESPONSIBILITIES**

- a. NOTE: All heads are appointed year to year
- b. Please see SBS's Head and Director Responsibilities document, if responsibilities are incorporated into unit bylaws

**7) AMENDMENTS TO BY-LAWS**

- a. Process, quorum required specific to bylaw amendments (if applicable)